



"To enrich lives through effective and caring service"



Stan Wisniewski
Director

Kerry Silverstrom
Chief Deputy

September 13, 2005

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**CONTRACT FOR PARKING LOT MANAGEMENT SERVICES AT COUNTY-
OPERATED PUBLIC BEACHES AND MARINA DEL REY
(THIRD AND FOURTH DISTRICTS)
(3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find that 13 Marina del Rey parking lots and 18 beach parking lots, as well as the recreational vehicle park at Dockweiler State Beach (RV Park), can be managed more economically by an outside parking operator; and
2. Authorize the Chair to execute the attached three-year parking management services agreement, with two one-year extension options, with the recommended responsive and responsible bidder, Parking Concepts, Inc. (PCI), for a not to exceed fee of \$1,496,845, plus a 2% incentive bonus (excluding RV Park revenue and taxes), provided PCI collects parking receipts equal to or exceeding the average monthly gross revenue for the same month in the one, two, or three preceding years (as the contract years progress) as specified in the contract, and further subject to a guarantee by PCI that gross parking revenue shall equal at least \$5,145,000 (excluding RV Park revenue and taxes).

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended action will authorize the Chair to execute a three-year agreement, with two one-year options, with PCI, the recommended responsive and responsible bidder, to provide parking management services at County-operated beach and Marina parking lots.

Approval of the contract with PCI will enable the Department to continue to staff and manage parking lots under its control economically and with high levels of public service and revenue control. In addition to staffing parking lots, the contractor will collect and deposit parking revenue daily into a County bank account, reserve film company parking, perform minor maintenance, and manage the RV Park until an independent park management contractor is selected. Management of over 10,000 parking spaces is one of the most essential, publicly visible and remunerative services provided by the Department. It brings over \$6 million in net revenue to the County annually.

Such parking services were formerly performed by County employees but have been contracted out for many years. According to a cost analysis performed by the Auditor-Controller, staffing the lots with County employees would cost the County an estimated \$2,123,613 annually. Approval of this contract will enable the Department to continue using the services of a private contractor, resulting in a net savings of at least \$626,768, as detailed on Attachment 1.

Implementation of Strategic Plan Goals

The parking lot management services provided by PCI will promote and further the Board-approved Strategic Plan Goals of Service Excellence, by providing accessible, affordable and controlled parking to beachgoers in proximity to their destinations, and Fiscal Responsibility, by maximizing parking revenue while holding service costs down.

FISCAL IMPACT/FINANCING

The annual proposed contract price for basic contract services is set at \$1,496,845 plus a 2% incentive bonus for each month in which gross revenue from parking operations (excluding RV Park revenue and taxes) meets or exceeds the average gross revenue for the same month during the one, two, or three preceding years (as the contract years progress) as specified in the contract. Taking into consideration the contractor's proposed annual price of \$1,496,845 and additional County costs related to contract

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monitoring, the Auditor-Controller has verified annual savings of approximately \$626,768 from using the contractor's services rather than those of County staff.

The contract also provides for additional services for parking supervisors in case of extended hours of operation, special events and other unanticipated staffing needs, and a corresponding reduction of compensation at the same rates in case of reduced staffing requirements.

The cost of this contract is included in the Department's 2005-06 operating budget and is completely offset by revenue generated by the contractor's activities.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

PCI is party to a bona fide Collective Bargaining Agreement with Teamsters Local Union No. 911 and has applied for and been approved for an exemption under County Code Chapter 2.201, the Living Wage Program.

The contract term is three years with two one-year extension options that may be exercised by mutual consent of the Director and the contractor. The contract services will commence on October 16, 2005, or the date of approval by your Board, if later.

The contract provides for standard annual staffing of 66,660 attendant hours and 22,470 supervisor hours. These totals are derived from prescribed monthly staffing, which varies depending on seasonal staffing requirements. The contractor's hourly charges to the County for providing these standard staffing levels determine the contractor's monthly compensation set forth in Revised Exhibit 1 to the contract. The contract has the flexibility to vary the contractor's monthly compensation should the County authorize modification of staffing levels. Any such changes will be based on PCI's negotiated hourly rates for parking attendants and supervisors.

The Request for Proposals allowed the use of up to 40 percent non-full-time employee hours. In doing so, the Department relied on the Auditor-Controller's finding that up to 40 percent part-time staffing would be acceptable in view of the irregular shifts and multiple locations required to be covered. The recommended proposer, PCI, has proposed approximately 80 percent full-time parking attendant staffing and supervisor staffing.

As required, PCI has guaranteed the County \$5,145,000 in annual gross revenue each contract year, net of receipts from the RV Park and taxes. This amount is subject to downward adjustment due to County decisions to close parking lots or in the event of

major disasters or other significant events beyond the contractor's control that would affect the usage of the parking lots. Should the County approve parking fee increases during the term of this contract, the Director and the contractor, based on the impact of the fee increases, shall in good faith negotiate a reasonable increase in the amount of the annual \$5,145,000 guarantee, as well as a downward adjustment to the monthly revenue for purposes of determining whether the contractor is entitled to the 2% incentive bonus. In the event the County fails to realize the guaranteed revenue amount, the difference shall be deducted from payments otherwise due to the contractor under the contract. The guarantee amount was calculated by taking the lowest figure from the previous five years' contract revenue net of RV Park revenue and taxes.

In addition, the contract award fully complies with the mandatory Proposition A requirements contained in County Code Section 2.121.380 for the following reasons:

- Award of the contract is cost-effective (see Attachment 1).
- Award of the contract will not impair the County's ability to respond to emergencies.
- No confidential information is involved in the performance of the contract. Award of the contract will not result in the unauthorized disclosure of confidential information.
- Alternative services are available in the event of a default by the contractor; therefore, services will not be interrupted.
- Award of the contract will not infringe upon the proper role of the County in its relationship to its citizens.

The contract also contains the County's standard provisions regarding contractor obligations and is in compliance with all Board, Chief Administrative Office and County Counsel requirements.

No layoffs or reductions in County workforce or other adverse impacts on employee relations will result from the award, as the work is presently being performed by non-County staff.

The contract has been approved as to form by County Counsel.

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The Department's recommendation is on the agenda for review by the Small Craft Harbor and Beach Commissions on September 7, 2005. The Department will inform you of each Commission's recommendation prior to your Board's consideration of the item.

CONTRACTING PROCESS

This Proposition A contract solicitation was advertised in the Los Angeles Times, the Eastside Sun, the Los Angeles Sentinel, the Daily Breeze, the Culver City Star, the Los Angeles Daily News, the Argonaut, the Santa Monica Observer, and the LA Watts Times. The opportunity was also advertised on the Office of Small Business Contracting Internet site, as well as the Department's own Internet site. In addition, certified Community Business Enterprise vendors were notified of the opportunity by direct mail. Vendors who had submitted proposals during a previous solicitation for this service were also notified directly.

Twenty-two firms received copies of the Request for Proposals (RFP). Three firms submitted proposals including Five Star Parking, Modern Parking, Inc. (MPI), and PCI. Each of the three proposals met the minimum requirements and was evaluated.

A four-person evaluation panel composed of two Department of Beaches and Harbors representatives, a Chief Administrative Office staff person, and an Internal Services Department staff person recommended PCI for the contract award. The proposals were evaluated on (1) annual price, 40 percent; (2) work plan, 25 percent; (3) experience and organizational resources, 25 percent; and (4) references, 10 percent. In addition, each of the proposers was interviewed in order to elaborate on its work plan and work experience. Attachment 2 details the evaluation scores.

Of the three proposers, PCI was determined to be the most responsible and responsive by the evaluation panel. While PCI was rated significantly higher than MPI in the areas of "work plan" and "experience and organizational resources", MPI's overall score came extremely close to PCI's because MPI significantly outscored PCI in the area of "annual price" by proposing \$1,395,758 per year, \$325,178 less than PCI's proposed annual cost of \$1,720,936. With County Counsel's advice that the Director was authorized to engage in negotiations with the proposer recommended by the evaluation panel prior to making his recommendation to your Board, the Director engaged in negotiations with PCI, which reduced its annual price to \$1,496,845, \$224,091 less than in its original proposal. While MPI's proposed annual price is \$101,087 less than PCI's revised annual cost, PCI is being recommended for the contract based on the evaluation committee's recommendation and PCI's revised annual price.

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Attachment 3 details the minority and gender composition of the qualifying firms. PCI is not a County-certified Community Business Enterprise. However, on final consideration of award, PCI was selected without regard to gender, race, creed or color.

The evaluation criteria conform to the Living Wage Ordinance Implementation Plan, which requires Departments to base at least 20 percent of the evaluation on references, payroll and labor practices and audit findings. PCI received uniformly good or excellent references. No payroll or labor violations or negative audit findings were reported by the references or the Auditor-Controller.

The Auditor-Controller has reviewed the avoidable cost comparison and concurs that the contract is cost effective.

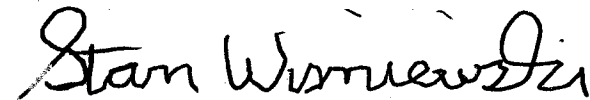
IMPACT ON CURRENT SERVICES (OR PROJECTS)

The Department has traditionally managed these services through a private sector contract, and this contract will continue that practice.

CONCLUSION

Instruct the Executive Officer to send one approved copy of this letter and two executed copies of the contract to the Department of Beaches and Harbors.

Respectfully submitted,



Stan Wisniewski, Director

SW:so

Attachments (3)

C: Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisors
Director, Office of Affirmative Action Compliance

Department of Beaches and Harbors
Parking Services Contract
Estimated Net Savings From Contracting

County Costs											
Cost Items	Positions Needed						Positions Eliminated				
	Parking Lot Attendant - (Parking Lot Attendant - 5993) ²	Parking Lot Supervisor (Parking Lot Supervisor II - 6451) ³	Parking Manager (Manager - Parking Operations - 7515) ²	Parking Section Head (Supervising Contract Monitor B&H - 8863)	Parking Secretary (Senior Typist/Clerk - 2216) ³	Automated Equipment Collections Person (Parking Lot Supervisor II - 6451) ³	Cashier (Cashier - 1253)	Contract Monitor B&H - (8861)	Supervising Contract Monitor B&H - (8863)	Totals	
Top Step Salaries (monthly) ¹	\$ 2,197	\$ 3,014	\$ 4,076	\$ 5,602	\$ 2,941	\$ 3,014	\$ 2,487	\$ 4,761	\$ 5,602		
Required Service Level - actual avoidable positions	38	13	2	1	1	1	2	(2)	(1)	55	
Annual Salary Cost	\$ 1,001,832	\$ 470,184	\$ 97,824	\$ 67,224	\$ 35,292	\$ 36,168	\$ 59,688	\$ (114,264)	\$ (67,224)	\$ 1,586,724	
Adjustment for top step salaries variance at 93.5810% ⁵	\$ (64,308)	\$ (30,181)	\$ (6,279)	\$ (4,315)	\$ (2,265)	\$ (2,322)	\$ (3,831)	\$ 7,335	\$ 4,315	\$ (101,852)	
Estimated actual avoidable salaries	\$ 937,524	\$ 440,003	\$ 91,545	\$ 62,909	\$ 33,027	\$ 33,846	\$ 55,857	\$ (106,929)	\$ (62,909)	\$ 1,484,872	
Add: Related employee benefits at 40.188% ⁵	\$ 376,772	\$ 176,828	\$ 36,790	\$ 25,282	\$ 13,273	\$ 13,602	\$ 22,448	\$ (42,973)	\$ (25,282)	\$ 596,740	
Estimated Actual avoidable annual direct labor cost ⁶	\$ 1,314,297	\$ 616,831	\$ 128,335	\$ 88,191	\$ 46,299	\$ 47,449	\$ 78,304	\$ (149,902)	\$ (88,191)	\$ 2,081,613	
Supplies ⁷										\$ 42,000	
Estimated Actual Avoidable Cost										\$ 2,123,613	
Contract Cost ⁸	\$ 1,087,891	\$ 408,954								\$ 1,496,845	
Net Savings from Contracting										\$ 626,768	

(1) Salaries in effect as of April 2005.

(2) The position in parenthesis is the County position that is closest to the position being contracted as confirmed by the Department of Human Resources. The number of County avoidable positions is determined based on the total hours needed for each position as stated in the RFP divided by the annual productive work hours of 1,767: Parking Attendant: 66,660 hours; Parking Supervisor: 22,470 hours; Parking Contractor Representative/Manager: 4,004 hours.

(3) Additional full-time positions needed to create a new parking section to operate 31 parking lots in Marina del Rey and at County beaches. Positions include a Parking Section Head, Secretary, Automated Equipment Collections Person and two Cashiers. The Automated Equipment Collections Person will be responsible for the daily collection of the 46 automated parking fee collections machines in the 31 lots. The Cashiers will be responsible for the counting, reconciliation and deposit preparation of the parking collections.

(4) Positions currently in place to monitor contractor. Positions would be eliminated if the service is not contracted.

(5) Provided by the Auditor-Controller.

(6) No departmental indirect costs are avoidable.

(7) Amount based on the supplies cost submitted by the selected proposer.

(8) Selected proposer bid is divided in to two hourly rates; one for parking attendants (\$16.32 per hour) and one for parking supervisors (\$18.20 per hour), multiplied by the hours needed for each position as stated in the RFP: Attendants: 66,660 hours and Supervisors: 22,470 hours. All other contract costs are built into these two rates as required by the RFP.

PARKING MANAGEMENT SERVICES SCORING

Attachment 2

SCORES ASSIGNED BY EVALUATORS																													
Rank	Proposer	Proposed Yearly Rate	Price (400), Max Points * lowest Score/Score (A)	Proposers Work Plan (250)				Experience/Org. Resources (250)								References (100)				Total By Evaluator				Total Average Scores					
				Proposers Work Plan (250)				Experience (150)				Business & Financial Summary (50)				Org. Resources (50)				References (100)					Total By Evaluator				
				Rater # 1	Rater # 2	Rater # 3	Rater # 4	Average	Rater # 1	Rater # 2	Rater # 3	Rater # 4	Average	Rater # 1	Rater # 2	Rater # 3	Rater # 4	Average	Reference 1	Reference 2	Reference 3	Reference 4	Ref Total		Rater # 1	Rater # 2	Rater # 3	Rater # 4	
1	Parking Concepts, Inc.	\$1,720,936.00	324.42	250	245	246	245	246.50	150	145	150	145	147.50	40	48	48	50	48	48.50	21	23	23	20	87	899.42	889.42	897.42	889.42	893.92
2	Modern Parking	\$1,395,758.00	400.00	191	190	195	180	189.00	110	110	110	110	110.00	45	40	39	40	38	39.25	22	25	20	20	87	873.00	871.00	877.00	860.00	870.25
3	Five Star Parking	\$1,923,368.00	290.27	170	170	208	170	179.50	150	140	150	140	145.00	20	39	45	50	41	43.75	23	20	N/A	23	66	735.27	731.27	784.27	727.27	744.52

**PARKING MANAGEMENT SERVICES
PROPOSERS
FIRM/ORGANIZATION INFORMATION**

Attachment 3

PROPOSER	COMPOSITION	OWNERS/ PARTNERS/ ASSOCIATE PARTNERS		MGRS	STAFF	TOTAL	% OWNERSHIP	
		M	F				M	F
Modern Parking, Inc. Certifications: (M) Minority	Black/African American				4	4		
	Hispanic/Latino			21	311	332		
	Asian or Pacific Islander	1			22	23	100	
	Amer. Indian/Alaska Native					0		
	Filipino American			1	16	17		
	White			4		4		
	TOTALS	1	0	26	353	380		
Parking Concepts, Inc. Certifications: None	Black/African American			17	204	221		
	Hispanic/Latino			48	791	839		
	Asian or Pacific Islander			7	121	128		
	Amer. Indian/Alaska Native			1	7	8		
	Filipino American			8	80	88		
	White	1		32	273	306	100	
	TOTALS	1	0	113	1476	1590		
Five Star Parking Certifications: None	Black/African American			32	1050	1082		
	Hispanic/Latino			23	905	928		
	Asian or Pacific Islander			9	135	144		
	Amer. Indian/Alaska Native					0		
	Filipino American					0		
	White	4	1	5	9	19	80	20
	TOTALS	4	1	69	2099	2173		

**LOS ANGELES COUNTY DEPARTMENT OF BEACHES AND HARBORS
CONTRACT FOR PARKING LOT MANAGEMENT SERVICES**

PART ONE - GENERAL CONDITIONS

1.1 INTRODUCTION

1.1.1 Parties. This Contract is entered into by and between the County of Los Angeles (the "County") and Parking Concepts, Inc. (the "Contractor").

1.1.2 Recitals. The Contract is intended to integrate within one document the terms for the Parking Lot management work to be performed for the County by the Contractor. The Contractor represents to the County that the express representations, certifications, assurances and warranties given in this Contract, including but not limited to those in Sections 3.2, 3.3, 3.4, 3.6, 3.21 and 3.27 and in Forms P-1 (Proposal: Form P-1, Offer to Perform and Price Proposal) and P-2 (Proposal: Form P-2, Contractor's Work Plan), are true and correct. The Contractor further represents that the express representations, certifications, assurances and warranties given by the Contractor in response to the Request for Proposals are true and correct, including but not limited to Forms P-3, P-4, P-5, P-6, P-7, P-8 and P-10 submitted with the Contractor's Proposal.

1.1.3 Effective Date. The effective date of this Contract shall be the later of October 16, 2005, or the date of approval by the Board of Supervisors.

1.1.4 Contract Provisions. The Contract is comprised of this Part 1; Part 2 (Statement of Work); Part 3 (Standard Contract Terms and Conditions); Form P-1 (Proposal: Offer to Perform); Form P-2 (Proposal: Work Plan); Exhibit 1 (Monthly Compensation for Standard Staffing Level); Exhibit 2 (Schedule of Parking Lots); Exhibit 3 (Fee Waivers); Exhibit 4 (Standard Staffing Level); Exhibit 5 (Performance Requirements Summary); Exhibit 6 (Living Wage Program Payroll Statement of Compliance); Exhibit 7 (Living Wage Ordinance Monthly Certification for Applicable Health Benefit Payments); Exhibit 8 (Notice to Employees); Exhibit 9 (Notice to All Employees Poster); Exhibit 10 (Living Wage Program); Exhibit 11 (Discrepancy Report); Exhibit 12 (Dockweiler RV Park Scope of Work); Exhibit 13 (Parking Lot Equipment Inventory); Exhibit 14 (Parking Gross Revenue Tables); Exhibit 15 (Policy on Doing

Business with Small Business); and Exhibit 16 (California Safely Surrendered Baby Law), all of which are attached to this Contract and incorporated by reference. It is the intention of the parties that when reference is made in this Contract to the language of the Request for Proposals ("RFP"), the Exhibits or the Proposal, such language shall be deemed incorporated in the Contract as if fully set forth. To the extent there is any inconsistency between the language of Form P-1 (Offer to Perform) or Form P-2 (Work Plan) and any other part of the Contract, the language of such other part of the Contract shall prevail.

1.1.5 Work to Be Performed. Contractor shall perform the work set forth in Part 2 and Form P-2.

1.1.6 Rescission. The County may rescind the Contract for the Contractor's misrepresentation of any of the matters mentioned in Section 1.1.2. In the case of a misrepresentation of the facts set forth in Section 3.6, a penalty may be assessed in the amount of the fee paid by the Contractor to a third person for the award of the Contract.

1.1.7 Suspension of Contract Services. Notwithstanding Section 3.16 or any other provision of the Contract, should the Director find reasonable grounds to believe that default by the Contractor or the Contractor's staff has caused or, unless immediately cured, will cause material financial loss to the County and that the Contractor will not immediately cure the default, the Director may order the Contractor to cease performing any duties that the Director determines will result in continuing loss if not curtailed. The Director may also order that the Contractor turn all collections over to the Department immediately. Upon receiving notice of the Director's order(s), the Contractor shall immediately comply. Within three days of issuing the order, the Director shall give notice of default pursuant to Section 3.16 or shall reinstate the Contractor.

1.1.8 Proof of Insurance. Prior to commencing performance of the Contract, and not later than three days after approval of the Contract by the Board of Supervisors, the Contractor shall provide the Contract Administrator with satis-

factory written proof of insurance complying with Section 3.9.

1.2 INTERPRETATION OF CONTRACT

1.2.1 Headings. The headings contained in the Contract are for convenience and reference only. They are not intended to define or limit the scope of any provision of the Contract.

1.2.2 Definitions. The following words shall be construed to have the following meanings, unless otherwise apparent from the context in which they are used:

- **Board, Board of Supervisors.** The Board of Supervisors of Los Angeles County.
- **Contract.** This agreement for performance of the work between the Contractor and the County, approved by the Board of Supervisors, which incorporates the items enumerated in Section 1.1.4.
- **Contract Administrator (CA).** The Chief of the Administrative Services Division of the Department or a designated representative.
- **Contractor.** The firm or individual named in Section 1.1.1.
- **Contract Year.** The twelve-month period commencing on the effective date and each succeeding twelve-month period over the remaining term of the Contract, including the optional years, if exercised.
- **County.** The County of Los Angeles.
- **Department.** The Los Angeles County Department of Beaches and Harbors
- **Director.** The Director of the Department.
- **Offer to Perform.** Form P-1.
- **Parking Lot(s).** The parking lots subject to the contract as specified in Exhibit 2.
- **Performance Standard.** The essential terms and conditions for the performance of the Contract work as defined in the Contract.
- **Proposal.** The Contractor's written response to the Request for Proposals.
- **Proposer.** Any person or entity authorized to conduct business in California and otherwise meeting the minimum requirements set forth in the RFP who submits a Proposal.

- **Request for Proposals (RFP).** The solicitation to this Contract issued by the County on _____, 2005.

- **Standard Staffing Level.** The standard hours for providing parking services set forth in Exhibit 4.

- **Subcontractor.** A person, partnership, company, corporation, or other organization furnishing supplies or services of any nature, equipment, or materials to the Contractor, at any tier, under oral or written agreement.

- **Summer Season, Winter Season.** For purposes of scheduling operating hours, the Summer Season begins on the Saturday before Memorial Day and ends on the last Sunday of September. The Winter Season begins on September 18 and ends on the Friday before Memorial Day.

1.3 CONTRACT TERM

1.3.1 Three-Year Initial Term. The initial Contract term shall be three years, commencing upon the later of October 16, 2005 or the date of approval of the Contract by the Board of Supervisors.

1.3.2 Two One-Year Extension Options. The Director may offer to extend the Contract term for up to two consecutive optional Contract Years. The Director may exercise the first option by notifying the Contractor in writing before the Contract expiration date. The Director may exercise the second option by notifying the Contractor in writing before the expiration of the first optional Contract Year. The Contractor may decline to accept any such offer to an extension. Should the Contractor fail to accept or decline the Director's offer in writing before the expiration of the Contract term or optional Contract Year then in effect, or within 30 days, whichever is earlier, the offer shall be deemed revoked.

1.3.3 Duty of Cooperation Upon Expiration or Termination of Contract. Upon expiration of the Contract term or any optional extension period or termination of the Contract for any reason, the Contractor will cooperate with the County and the successor contractor in transferring records and County property and allowing the successor contractor access to all information and County facilities necessary to ensure uninterrupted parking services.

1.3.4 Survival of Obligations. Notwithstanding the stated term of the Contract, some obligations assumed in the Contract shall

survive its termination, such as the Contractor's obligation to retain and allow inspection by the County of its books, records and accounts relating to its performance of the Contract work.

1.4 COMPENSATION

1.4.1 Contract Payment. The Contractor shall be paid the monthly compensation sums quoted in Exhibit 1 for the appropriate month, as adjusted, if appropriate, to account for increases and decreases pursuant to Sections 1.4.3, 1.4.4 and 1.4.5 and subject to Sections 1.4.2 and 3.1.

1.4.2 Incentive Payment. The Contract will also provide a monthly incentive payment equal to two percent of monthly revenue, excluding taxes and RV Park fees collected, for each month the incentive is earned. In contract year one, the incentive will be earned for each month in which the revenue exceeds the revenue for the corresponding month in the prior year. In contract year two, the incentive will be earned for each month in which the revenue equals or exceeds the revenue for the corresponding month in the prior two years. In contract year three, and any option year, the incentive will be earned for each month in which the revenue equals or exceeds the average of the revenue for the corresponding month in the prior three years. Should any of the Parking Lots be closed to public parking for 30 or more consecutive days during the Contract term, an adjustment based on the average daily revenue from that parking lot from the past 3 years for the corresponding month or months during which that Parking Lot remains closed to public parking will be included in the calculation of average revenue. Should any Parking Lot be opened to public parking or enlarged to allow for increased parking for the first time during the Contract term, the revenue from that Parking Lot or attributable to the enlargement shall not be included in the revenue collected by the Contractor for the purpose of determining the incentive payment. The incentive payment shall be paid to the Contractor within 60 days after the end of the applicable month.

1.4.3 Increase of Staff or Service Area. On reasonable written notice, the Director may require the Contractor to increase the number of Parking Lot staff and staff hours at any of the Lots subject to the Contract and may require the Contractor to provide staff for additional Parking Lots. Notice of 30 days shall always be deemed reasonable. However, such written notice will be deemed reasonable if given in less than 24 hours in the event of favorable weather or other special

conditions that demand an immediate change in staffing. The Director shall consult with the Contractor and, following such consultation, shall in his sole discretion determine the number of additional staff and the hours during which such additional staff is required. The Contractor may recommend staffing changes to the Director for purposes of greater efficiency or improved service, but written Department approval of staffing changes is required. In the event that the Department requires the Contractor to provide additional staff hours or to staff any additional parking lots and such action results in a net increase in the number of staff hours required for that month over the Standard Staffing Level set forth in Exhibit 4 (taking into account any reduction in staff hours required under Section 1.4.4), the Contractor shall receive additional compensation. The amount of the additional compensation for any given month shall be equal to the net increase in the number of staff hours for that month multiplied by the hourly rate for the position quoted in Form P-1.

1.4.4 Decrease of Staff or Service Area. Following consultation with the Contractor, the Director may on reasonable written notice require the Contractor to reduce or eliminate the number of staff and staff hours at any Parking Lot subject to this Contract and may eliminate any such Parking Lots. Notice of 30 days shall always be deemed reasonable. Such written notice will be deemed reasonable if given in less than 24 hours in the event of inclement weather or an emergency that demands an immediate change in staffing. The Contractor may recommend staffing changes to the Director for purposes of greater efficiency or improved service, but written Department approval of staffing changes is required. In the event that the Director determines that a Parking Lot's staffed hours shall be reduced or eliminated, and such action results in a net reduction of the staff hours for that month below the Standard Staffing Level set forth in Exhibit 4 (taking into account any increase in staff hours otherwise required under Section 1.4.3), the Contractor's compensation for the month shall be reduced. The amount of the reduction in compensation for any given month shall be equal to the net reduction in the number of staff hours for that month multiplied by the hourly rate for the position quoted in Form P-1. Should the Contractor's annual compensation become subject to a reduction in excess of 25 percent of the annual amount calculated in accordance with

Form P-1 and the Standard Staffing Level (Exhibit 4) pursuant to this section, and omitting any reduction in compensation due to withdrawal of the RV Park from the Contractor's service area and scope of work, the Director and the Contractor agree to negotiate a reasonable adjustment to the Contract price. Should the Director and the Contractor fail to agree on a reasonable adjustment within 60 days from the date of the Director's notice, the County may terminate the Contract in accordance with the procedure set forth in Section 3.18. The Contractor understands and agrees that the County may at its sole discretion withdraw the RV Park from the Contractor's service area and scope of work at any time during the term of the Contract, and that the Contractor's compensation would thereupon be reduced in accordance with this section.

1.4.5 Increase in Rate(s) of Compensation. The Contractor may request an increase in its rates of compensation after the first Contract Year. The request shall be submitted in writing to the Director not sooner than 60 days before the commencement of the second Contract Year and each optional Contract Year, if any. Subject to the availability of funds in the Department's budget, the Director shall amend the Contract to grant the increase, which shall not exceed the lesser of (1) the average salary movement granted to County employees during the term of the Contract and any extension periods prior to the date of the Contractor's request, or (2) the increase in the Consumer Price Index for Los Angeles, Riverside and Orange Counties as determined by the U.S. Bureau of Labor Statistics. In the event that fiscal circumstances have prevented the Board from approving any increase in employee salaries, no increase in the Contractor's rates of pay shall be granted. The amendment, if any, shall take effect not sooner than 60 days after the Contractor's request is received by the Department and upon the first day of the first month following execution of the amendment.

1.4.6 Contractor's Invoice Procedure

1.4.6.1 The Contractor shall submit two copies of an invoice to the Department on or before the fifteenth day of each month for work performed during the preceding calendar month. Invoices shall identify the Contract number and the service performed and other information necessary to calculate the payment for the work (i.e., cumulative hours at employees' hourly rates itemized for each lot).

1.4.6.2 If the Contractor's pay for a given month is to be adjusted pursuant to Sections 1.4.3, 1.4.4 or 1.4.5, a copy of the authorization for the adjustment shall accompany the monthly invoice that includes the adjustment. The Contractor shall include with the invoice the names, dates, hours of work, worksites, work assignments and billing rates of either attendants or supervisors that performed additional Contract services (beyond those set forth in Exhibit 4) and/or shall specify the number of reduced hours and the affected Parking Lot.

1.4.6.3 Any staff added without the approval of the Department shall **not** be subject to compensation. Any reduction in staff, whether or not approved by the Department, shall result in a corresponding reduction in compensation pursuant to Section 1.4.4 and may also result in a liquidated damages assessment.

1.4.6.4 If the Contractor claims an incentive payment, two copies of an invoice for the incentive sum shall be submitted with the Monthly Revenue and Activity Report specified in Section 2.8.14.

1.4.6.5 With the invoices, the Contractor shall submit the monthly reports specified in Part 2.

1.4.6.6 Upon the Department's receipt and the CA's review and approval of the monthly invoices and reports, the County shall pay the net amount currently payable on the invoices less any setoff or deduction authorized by the Contract. Such setoffs and deductions include, but are not limited to, liquidated damages and the cost of replacement services.

1.5 ANNUAL REVENUE GUARANTEE The Contractor guarantees that the County shall receive not less than \$5,145,000 in parking lot gross receipts (net of taxes and excluding revenue attributed to Dockweiler RV Park) during each Contract Year. In the event that the Director determines that a parking lot shall be closed to public parking, the amount of the annual guarantee of \$5,145,000 shall be proportionately reduced. The amount of the reduction shall be calculated by first determining average annual gross revenue earned by the affected parking lot during the last three years preceding the parking lot closure as reported in Exhibit 14 (or subsequent parking revenue reports) less attributable taxes. The amount of revenue so calculated shall be divided by the average annual revenue for all Parking Lots as reported in Exhibit 14 (or subsequent parking revenue reports) less taxes and excluding Dockweiler RV Park revenue. The net amount of

the reduction in the annual guarantee shall be determined by multiplying the ratio so calculated by the number of days the affected parking lot remained closed during the Contract Year divided by 365 and multiplying the result by \$5,145,000. Additionally, in the event of disaster, fire, war, or a similar cause reasonably beyond the Contractor's control, not including inclement weather, except to the extent such weather destroys the Parking Lots or renders them entirely unusable, the Contractor's obligation to provide the annual guarantee will also be proportionately reduced in the same manner as described above when the Parking Lot closure is due to the Director's decision.

In either case, the formula for determining the reduction is as follows:

A = 3 year average revenue for parking lot in question (excluding taxes);

B = Number of days parking lot is closed divided by 365;

C = 3 year average revenue for all lots (excluding taxes and Dockweiler RV Park Revenue)

$$\text{Reduction in minimum} = \frac{A \times B}{C} \times 5,145,000$$

In the event the County fails to receive the guaranteed annual amount, the shortfall will be deducted from the next payment due the Contractor. If the amount of the deduction from such payment is insufficient to cover the shortfall, the remaining amount shall be payable to the County by the Contractor within 30 days of the County's written

demand. Failure to pay this shortfall will be considered a default and the County shall be entitled to all available remedies, including the right to utilize the Contractor's performance security to fulfill the faithful performance of this specific Contract obligation.

1.6 PERFORMANCE SECURITY. The Contractor shall provide and maintain performance security. Such security may be provided in one of the following forms and conditioned upon faithful performance and satisfactory completion of services by Contractor, including, but not limited to, Contractor's obligations under Section 1.5:

- **Performance Bond.** A faithful performance bond in an amount equal to \$500,000 and executed by a corporate surety licensed to transact business in the State of California, or,
- **Certificate of Deposit (CD) or Letter of Credit (LOC).** A CD or an irrevocable LOC payable to the County upon demand in an amount not less than \$500,000. Such CD or LOC shall comply with minimum criteria and standards established by the County and shall be maintained throughout the term of the Contract.

In the event the County draws down upon the performance security for any reason, the Contractor shall, within 30 days, replace or replenish the performance security to restore it to the required \$500,000.

**LOS ANGELES COUNTY DEPARTMENT OF BEACHES AND HARBORS
CONTRACT FOR PARKING LOT MANAGEMENT SERVICES**

PART TWO - STATEMENT OF WORK

2.1 GENERAL REQUIREMENTS

2.1.1 Contractor's Work Plan. Subject to all other terms and conditions of the Contract, Contractor shall perform the work and maintain quality control in accordance with the Work Plan (Form P-2) and other representations submitted with Contractor's Proposal.

2.1.2 Dockweiler RV Park. The Contractor's duties as set forth in this Part 2 apply to the management of the Dockweiler Recreational Vehicle Park (RV Park) in accordance with Exhibit 12, unless stated otherwise in this Contract.

2.1.3 County May Add, Delete or Modify Parking Lots or Modify Scope of Scheduled Services

2.1.3.1 The County reserves the right to add parking lots to, or remove Parking Lots from, the list of Parking Lots identified in Exhibit 2; to adjust staffing schedules and otherwise to amend and modify Exhibits 2 and 4 in accordance with the County's needs. Such removal of Parking Lots may include, but is not limited to, withdrawal of the RV Park from the Contractor's service area and scope of work. Such events shall not be deemed breaches of this Contract or of any of the covenants of this Contract and (except as provided in Section 1.4.4 with respect to staff hour reductions exceeding 25 percent) shall not relieve the Contractor of its duty as to the remaining facilities and services.

2.1.3.2 The Contractor shall be given reasonable written notice by the County that a parking lot is to be added or deleted or that the scope of services is being modified and of the effective date of such changes.

2.1.3.3 In the event of such addition of parking lots, deletion of Parking Lots, or other material modification of the required hourly services, the Contractor's compensation shall be adjusted in accordance with Section 1.4.3 and 1.4.4.

2.1.4 Special Events. The Contractor shall provide services for special events and programs on any day of the week at any time of day when requested by the County at least 24 hours prior to each such event. If possible, the Contractor shall cover such events by rescheduling employees to avoid incurring additional labor costs.

2.1.5 Contractor's Expenses. The Contractor shall at its own expense provide all labor, material, supplies, licenses, registrations, data systems, transportation, meals, lodging, services and expenses required for the work.

2.1.6 Contractor's Office and Telephone Service

2.1.6.1 The Contractor shall maintain an office within Los Angeles County at which its principal officers or owners may be contacted personally and by mail or telephone with a telephone number that is listed in the telephone directories for the areas of Malibu, Los Angeles, Santa Monica, Marina del Rey, South Bay, El Segundo, and the San Fernando Valley in the name by which the Contractor conducts business.

2.1.6.2 The Contractor shall maintain a field office within five mile of Marina del Rey. The office shall be staffed from 8:00 a.m. to 5:00 p.m. seven days a week by at least one employee who can respond to inquiries and complaints that may be received about parking operations.

2.1.6.3 The Contractor shall provide an answering service, voicemail or telephone message machine to receive calls at any time both of the Contractor's offices are closed. The Contractor shall monitor calls received on a daily basis when the Contractor's office is closed and shall return calls during business hours not later than the next business day and as soon as reasonably possible if the call is designated urgent.

2.1.7 Communication with Department. The Contractor shall maintain communication systems that will enable the Department to contact the Contractor at all times during regular business hours.

2.1.8 Meeting with Contract Administrator. The Contractor's Representative designated pursuant to Section 2.2.2 shall meet weekly with the County's Contract Administrator appointed pursuant to Section 2.3 to resolve common issues and plan staffing. The Contractor's Representative shall recommend areas for reducing staffing, automating or increasing staffing where necessary to control expenses, increasing revenue or providing more efficient public service.

2.1.9 No Vehicle Access on Bike Paths. Motor vehicles used in the performance of the Contract work shall not be driven on bike paths except when expressly authorized by the County.

2.1.10 Temporary Closures and Repairs. The Contractor acknowledges and agrees that the County may find it necessary to repair Parking Lots, fixtures and equipment; install replacement equipment; and install and operate non-standard equipment for the purpose of evaluation. In addition, during each year of the Contract, the RV Park will be closed for repairs during the month of January. The Contractor further acknowledges and agrees that such activities may cause the County to close Parking Lots, reschedule operating hours, alter the Contractor's service area or scope of work, and otherwise increase staffing or reduce staffing with a resulting increase or decrease of compensation to the Contractor pursuant to Sections 1.4.3 and 1.4.4. The Contractor agrees to cooperate with such activities and to provide staff for such activities when requested by the County. The Contractor agrees that such activities are within the County's rights under this Contract and do not constitute a breach of contract or default, and that the Contractor's sole remedy for any loss, reduced compensation, expense, disruption, inconvenience or interference from such activities is that specified in Sections 1.4.3 and 1.4.4.

2.2 CONTRACTOR'S STAFF

2.2.1 General Requirements

2.2.1.1 The Contractor shall provide a sufficient number of employees of each kind to perform the required work in accordance with the Contract and shall provide not less than the numbers and types of employees specified in the Standard Staffing Level set forth in Exhibit 4 as they may be adjusted by the Director pursuant to Sections 1.4.3 and 1.4.4.

2.2.1.2 At its own expense, the Contractor shall investigate and certify to the County's satisfaction that persons performing parking services are of sound physical and emotional condition necessary to perform their required duties.

2.2.1.3 The Contractor's employees are subject to reasonable dress codes when on County property.

2.2.1.4 The Contractor's employees shall not bring visitors, any form of weapon, contraband, alcohol or drugs to the workplace.

2.2.1.5 The Contractor's employees shall not

be under the influence of alcohol or drugs; are subject to authorized search; shall conduct themselves in a reasonable manner at all times; shall not cause any disturbance; and otherwise are subject to all applicable rules and regulations of the Department while in the workplace.

2.2.1.6 The Contractor's employees shall be courteous to the public at all times, shall conduct themselves in a businesslike manner, and shall not use profane or abusive language.

2.2.1.7 The Contractor shall provide the County with a copy of a background check on all personnel under this Contract. Clearances shall include criminal record, credit and driving record.

2.2.1.8 No personnel employed by the Contractor and assigned to any County facility shall have a conviction of a serious non-traffic misdemeanor, theft or any felony.

2.2.1.9 The County reserves the right to reasonably prohibit the Contractor from utilizing any individual at the specified Parking Lots or other Departmental facilities.

2.2.1.10 At the County's request, the Contractor shall immediately remove any employee who is performing the Contract work in an unsatisfactory manner. The County shall not be required to state the reason or otherwise justify his or her demand. The Contractor shall provide an acceptable replacement within three hours.

2.2.1.11 The Contractor shall ensure that in operating the Parking Lots its employees exercise reasonable care to prevent injury to persons and property.

2.2.1.12 The Contractor has represented to the County that the services to be provided pursuant to Form P-1 will be performed by full-time employees to the extent set forth in Form P-1. Notwithstanding Section 3.32.8, the Contractor is authorized to use part-time employees to the extent and for the purposes set forth in Form P-1.

2.2.2 Contractor's Representative (CR). The Contractor shall designate one or more full-time employees as Contractor's Representative (CR) who shall be responsible for Contractor's day-to-day activities and who shall be available to County staff on reasonable telephone notice 24 hours a day. The CR may not be a parking supervisor. The CR must have at least two years' experience managing parking services similar in nature and scope to the Contract work. The Contractor may designate himself or herself as CR. The CR shall have full authority to act for the Contractor on all

matters relating to day-to-day operations under the Contract. The CR shall be able to effectively communicate in English orally and in writing. The CR shall make inspections, answer questions, resolve problems, respond to emergencies, keep logs and approve reports. The CR shall cooperate with the County's Contract Administrator appointed pursuant to Section 2.3 in scheduling and attending weekly meetings and periodic performance evaluation meetings.

2.2.3 Supervisors

2.2.3.1 The Contractor shall provide parking supervisors, who shall make inspections, answer questions, resolve problems, respond to emergencies, verify cash counts, approve reports, and ensure that the parking attendants follow procedures required by the Contract.

2.2.3.2 The supervisors shall be able to effectively communicate in English orally and in writing.

2.2.3.3 Supervisors shall be assigned to the geographical areas specified in Exhibit 4 at the specified times and days. Not less than one such supervisor shall be on duty in each geographical area during the operating hours of any and all of the Parking Lots in that area during the period from Saturday before Memorial Day through the last Sunday of September.

2.2.3.4 From the last Sunday in September through the Friday before Memorial Day, the Contractor shall provide not less than one supervisor for all geographical areas during the operating hours of any and all of the Parking Lots in the three areas.

2.2.3.5 The Contractor shall provide not less than one additional parking supervisor for Parking Lot W during the operating hours of that Parking Lot.

2.2.4 Parking Attendants

2.2.4.1 The Contractor's parking attendants shall be capable of communicating in English with County employees and the public so as to be understood.

2.2.4.2 The Contractor shall require that all parking attendants who are required to drive a vehicle as a part of their job duties, have and maintain a driving record that does not include three or more moving violations and accidents in the last two years and/or more than one driving under the influence conviction in the last seven years.

2.2.5 Cashiers and Bookkeepers. The Contractor shall furnish sufficient skilled cashiers and bookkeepers to reconcile the daily parking fee collections with the daily records.

2.2.6 Changes of Key Personnel. The Contractor shall obtain the approval of the County before replacing the CR. Such approval shall not be unreasonably withheld.

2.2.7 Contractor to Notify Employees of Rights Under Living Wage Ordinance. The Contractor shall provide annual notification of the Living Wage Ordinance requirements in English as well as in Spanish or any other language spoken by a significant number of employees. The required notice shall be given by way of:

- A handout to each employee (Exhibit 8); and
- A notice posted in a conspicuous place in the work area (Exhibit 9).

2.3 COUNTY CONTRACT ADMINISTRATOR (CA)

2.3.1.1 The Department shall appoint a Contract Administrator (CA) who shall have the authority to act for the County in the administration of the Contract except where action of the Director or another official is expressly required by the Contract.

2.3.1.2 The CA shall direct the Contractor as to the County's policy and procedural requirements to ensure that the objectives of the Contract are met.

2.3.1.3 The Contractor's work shall be subject to the CA's acceptance and approval, which shall not be unreasonably withheld.

2.3.1.4 The CA is not authorized to make any changes in the terms and conditions of the Contract or to obligate the County in any manner.

2.4 PARKING LOT OPERATIONS

2.4.1 Parking Lots. The Contractor shall operate the Parking Lots at the locations and during the times listed in the Schedule of Parking Lots (Exhibit 2) as the schedule may be changed by the County over the Contract term as provided in this Contract.

2.4.2 Work Schedule. The Contractor shall establish and maintain a work schedule for performance of the Contract work by its employees during each month that specifies the number of employees, their names and their shift hours. The

schedule shall be in accordance with the shift hours specified in Exhibit 4 as those hours may be modified at the direction of the CA and the schedule shall be submitted to the CA for approval not later than one week before the date the Contractor commences work, one week before the first of each month during the Contract term and as the schedule may change from time to time. Failure on the part of the Contractor to establish and maintain the work schedule shall constitute a material breach of the Contract for which the Director may terminate the Contract pursuant to Section 3.16.

2.4.3 Issuance of Notices and Procedures. The Contractor shall issue appropriate operating notices and procedures consistent with Contract requirements and subject to approval by the CA.

2.4.4 Film Permits. The Contractor shall reserve all film company parking authorized by the County. The Contractor shall monitor all activities of film companies and shall be present at the lot at the beginning and ending of permit times. The Contractor shall provide a summary of the film company parking procedures in the Work Plan (Form P-2).

2.4.5 Locking and Unlocking Gates. Daily, at the opening and closing times shown on Exhibit 2, the Contractor shall lock and unlock gates at the Washington, Venice, Rose Avenue, and Chace Park Parking Lots, and shall lock the gates at 62nd Street and Will Rogers 2 and 3 Parking Lots, or any other lots designated by the County regardless of whether a parking attendant is on duty at the time.

2.4.6 Enforcement of Parking Ordinance in Marina del Rey. The Contractor shall assist the Department in enforcing the County Harbor and Maritime Ordinance (County Code Chapter 19.12) by notifying the CA of any violation in the Marina del Rey Parking Lots of Los Angeles County Code section 19.12.1330 (vehicle or trailer parked over 48 hours in public parking areas must register with DBH; vehicles used for human habitation prohibited from parking between 2:00 a.m. and 6:00 a.m. in public parking areas unless registered with DBH).

2.5 ACCOUNTING AND CASH CONTROL PROCEDURES

2.5.1 Fee Schedule. The Contractor shall daily collect parking fee payments at all Parking Lots, except at metered Parking Lots. The Contractor shall collect County-approved parking fees in accordance with the Department's fee schedule pro-

vided by the CA from each individual or group who occupies a parking space or spaces, other than individuals and groups entitled to waiver of fees as listed in Exhibit 3. The Contractor shall observe such modifications to the fee schedule and fee waivers as may be made by the Director and the Board of Supervisors in their sole discretion over the Contract term.

2.5.2 Parking Occupancy Tax Collection. The Contractor shall, along with the parking fee payments, collect all parking occupancy taxes that may be imposed by any municipality or other governmental entity and shall remit them to the County for payment to the taxing entity.

2.5.3 Payment of Taxes by Contractor. In addition to all other taxes that the Contractor may be required to pay by reason of the Contract work, the Contractor shall pay any and all possessory interest taxes and other taxes of any kind that may be assessed on account of its operation of the Parking Lots.

2.5.4 Method of Payment. Unless the County authorizes another payment method in writing, all parking fees shall be collected in cash. However, monthly fees and film company fees may be paid by personal check, credit card or travelers check. The Contractor shall accept credit cards as and when directed by the County in writing to do so.

2.5.5 Meters and Other Collection Devices. The Contractor shall empty parking meters and other collection devices not less than three times weekly on Monday, Wednesday and Friday of each week before 10:00 a.m. Devices in a single Parking Lot shall be emptied daily if collections for that Parking Lot exceed \$100 per day. If available, the Contractor shall, as appropriate, record, collect and maintain any tape or other transaction record maintained by the collection device.

2.5.6 Monthly Parking Fees. The Contractor shall bill and collect monthly parking fees on a monthly basis in advance and shall issue receipts for and keep records of such collections.

2.5.7 Deposit of Collections. The Contractor shall deposit all parking fee payments to the credit of the Department in an account established by the Director in a financial institution within Los Angeles County. The Contractor shall prepare the deposits for the armored service and a duplicate copy of the deposit receipt showing the amount collected to the Department's financial office at 13483 Fiji Way, Marina del Rey, or such other location as the Director may specify in writing.

2.5.8 Fraud Losses. The Contractor shall be responsible for any losses resulting from the deposit of counterfeit bills and checks that are not negotiable because of insufficient funds or other reasons.

2.5.9 Accounting and Cash Control Procedures. The Contractor shall establish and maintain procedures for the accounting and control of cash and negotiable instruments from the time of collection by the Contractor to the time of delivery to the County provided armored transit service. All such accounting and cash control procedures shall be submitted by the Contractor to the Director for approval before the date of commencing the Contract work and on or before each annual anniversary of this date over the Contract term and any extension periods. Failure on the part of the Contractor to establish and maintain accounting and cash control procedures shall constitute a material breach of Contract for which the Director may terminate the Contract in accordance with Section 3.16.

2.5.10 Use of Parking Tickets. The Contractor shall use prenumbered, sequential, one-part parking tickets generated by the KIS ticketing machines provided by the County. In the event the KIS ticketing machine is not available, the Contractor shall use manual parking tickets. The Department may direct that the Contractor's phone number, web site address and other contact information are to be printed on the tickets. The tickets shall be used by the parking attendants in accordance with the approved accounting and cash control procedures in this Section 2.5. When issuing a ticket, the Parking Lot attendant shall place it in the vehicle face-up on the driverside of the dashboard or as directed by the CA. The parking attendants shall return all voided parking tickets to the parking supervisors at the end of each shift. The Contractor's employees shall daily record the total number of tickets issued by the payment amount, the beginning and ending numbers on the car counter and the starting receipt number and closing receipt number.

2.5.11 Electronic Car Counters. The Contractor shall use electronic car counters where they are installed.

2.5.12 Use of Cash Canisters. Where available, the Contractor shall use cash canisters that can be locked and unlocked only by the parking supervisors and receptacles that lock the canisters into place in those Parking Lots where cash is collected by parking attendants. The Parking Lot attendants shall return cash canisters to the per-

sons responsible for reconciling the fee collections with the daily records.

2.5.13 Secure Counting Area. The Contractor shall use a secure structure in an area other than a Parking Lot to count cash and reconcile revenue with car counts and tickets issued.

2.5.14 Use of Accountant--Recommended Procedures. The Contractor shall use procedures recommended by the certified public accountant pursuant to Section 2.8.15.2 as directed in writing by the Director.

2.5.15 Control of Change Funds, Keys and Canisters. The Contractor shall control and record the issuance of change funds, keys, and canisters by parking supervisors to the parking attendants. The Contractor's parking attendants shall return change funds, keys and logs to parking supervisors at the end of each shift.

2.6 MATERIALS, FIXTURES, EQUIPMENT, SUPPLIES, UTILITIES, MAINTENANCE AND REPAIRS

2.6.1 Contractor's Obligation. The Contractor shall, at its expense, furnish all materials and supplies that are required for the performance of the Contract work. Notwithstanding this section, the County may at its expense furnish, install and require the Contractor to use any materials, equipment, fixtures and supplies the County deems necessary for the performance of the work.

2.6.2 Utilities. The County shall provide and pay for all natural gas, electricity and water consumed in the operation of the Parking Lots. The County shall not be liable to the Contractor for damage or losses that occur by reason of defect or impairment of any utility system, water system, air conditioning apparatus or electrical wires that serve the Parking Lots. The Contractor shall be liable to the County for material waste of utilities caused by the negligent or intentional acts of its employees.

2.6.3 County's Duty to Repair and Maintain. Except as provided in Section 2.6.4, the County shall be responsible for structural maintenance of the Parking Lots and for maintenance, repair and replacement of all equipment, fixtures and improvements on the Parking Lots.

The County shall at its expense maintain, repair and replace parking meters, pavement, bumper stops, striping, lighting fixtures, retaining walls and drainage systems within the Parking Lots; shall remove trash and debris from refuse containers; and shall provide for regular sweeping of the

Parking Lots. The Contractor shall notify the County orally within 12 hours, and in writing within 24 hours, following its discovery or observance of any conditions which reasonably indicate that repair work or maintenance is required.

2.6.4 Contractor's Duty to Repair and Maintain. Notwithstanding Paragraph 2.6.3, the Contractor shall, at its expense, to the satisfaction of the County, be responsible for replacing broken gate arms, cleaning the exterior of equipment, cleaning signage and minor graffiti, and reporting all other maintenance problems to the Department.

The Contractor shall repair and replace to the County's satisfaction any equipment or structure that is damaged by the Contractor's employees or, in the Director's sole discretion, shall reimburse the County's reasonable cost of performing such repair.

The Contractor shall keep in good repair and maintain whatever equipment it installs and/or provides.

2.6.5 Maintenance and Security of Parking Lots. Contractor shall ensure the safe, clean and sanitary condition of the Parking Lots during operating hours. Services to be performed include, but are not limited to, the following:

- Inform the CA orally within 12 hours, and in writing within 24 hours, upon discovering that facility equipment belonging to County is in need of repair, including that listed in Exhibit 13;
- Post instructions for vehicles exiting after hours;
- Notify the CA immediately when there is a water leak or a faulty sprinkler system;
- Provide and maintain adequate access in accordance with applicable federal, state and local law to people with disabilities;
- Ensure that no signs or advertising matter of any kind are displayed on County property unless first approved in writing by the CA;
- Furnish and install warning signs, as needed;
- Notify CA to remove major graffiti on property, etc. upon its discovery;
- Immediately inform CA of hazardous conditions observed in Parking Lots;
- Furnish and install traffic cones and arrows, as needed; and

- Notify the CA of damage to painted surfaces, including pillars and walls, from tire marks, smudges, etc.
- Report witness of any damage to equipment by parking patrons.

2.6.6 Report Parking Meter Malfunctions. The Contractor shall report to the CA any parking meters in any metered Parking Lot that need to be repaired or replaced, immediately upon notice of problem.

2.6.7 Installation of Devices; CA Approval of Contractor-Provided Items. The Contractor may install and use entry control devices, exit spikes and warning lights and cash collection devices. These and all materials, labor, fixtures and equipment furnished by the Contractor shall be subject to the approval of the CA.

2.6.8 CA Approval for Modifications. The Contractor shall not make any alterations to the existing equipment, structures, fixtures or Parking Lots except with the written permission of the CA.

2.6.9 Contractor to Furnish Safety Equipment. At its own cost, the Contractor shall furnish and maintain in each Parking Lot a fire extinguisher, flares, flashlight, flashlight batteries, and first-aid kit approved by the CA. Used fire extinguishers shall be refilled and missing fire extinguishers replaced. Fire extinguishers shall be serviced annually before the expiration date by persons licensed by the California Fire Marshal.

2.6.10 Security of Equipment. The Contractor is responsible and must provide for the security of all supplies and equipment used in the course of the Contract at the parking facility and those areas under the Contractor's control. The Contractor shall replace all stolen or lost County property with like kind and quality.

2.6.11 Removal or Return of Signs, Materials, Devices; Reimbursement. Within 10 days after the date of expiration or termination of the Contract, the Contractor shall, at its own expense, remove all signs, materials and devices it has furnished unless notified by the Director in writing that they are to be left in place. The removal of such items shall be accomplished in such a manner as to minimize any disruption of parking services and Contractor shall be responsible for restoring the facility to its original condition. The Contractor shall be reimbursed by the County for any signs, materials and devices furnished by the Contractor that the Director elects to retain. The amount of such reimbursement shall be equal to

the Contractor's cost, as evidenced by the original invoice, less accumulated depreciation computed over the Contract term. Upon expiration or termination of this Contract, without additional compensation, the Contractor shall return all County-furnished equipment in an operable state and otherwise in the same condition as when provided to the Contractor, less reasonable wear and tear as determined by the County.

2.6.12 Uniforms. The Contractor shall, at its own expense, furnish a uniform to each employee who is assigned to perform parking services. The uniform shall be subject to the approval of the CA and shall be worn at all times during the course of the employee's performance of the Contract work and shall be cleaned and replaced in accordance with a schedule approved by the CA.

2.6.13 Identification Badge. The Contractor shall furnish a visible photo identification badge to each employee who is assigned to perform the Contract work. The badge shall be subject to the approval of the CA and shall be worn at all times the employee is on duty.

2.6.14 Signs. The Contractor shall furnish permanent signs for the Parking Lots, other than metered Parking Lots, informing the public of the amount of the parking fee and the name and telephone number of the Contractor. The signs shall be subject to applicable design and construction standards and the approval of the CA. One shall be posted at the entrance of each Parking Lot and at other locations necessary to the efficient operation of the Parking Lots and shall be kept clean and free of graffiti.

2.6.15 Telephones. The Contractor shall, at its own expense, install and maintain telephones or provide wireless communications at all Parking Lots to communicate with the parking attendants and shall provide its staff with a list of telephone numbers for emergency services, supervisors and Departmental contacts. The Contract shall allow the CA reasonable use of the telephone equipment in the course of the CA's duties.

2.7 ACCEPTANCE AND MODIFICATION OF FACILITIES AND SERVICE AREA

2.7.1 Contractor's Acceptance of Facilities. The Contractor acknowledges personal inspection and evaluation of the Parking Lots, improvements and fixtures and the extent to which their physical condition will affect its performance of the Contract work. The Contractor accepts the Parking Lots and related facilities in their present physical condition, and agrees to make no de-

mands upon the County for any changes to be made before or after commencement of the Contract term.

2.7.2 Modification of Parking Lots by Contractor

2.7.2.1 The Contractor may modify the Parking Lots at its own cost, upon written approval by the Director, of the construction plans, specifications, costs, and scheduling for the changes to be made.

2.7.2.2 Modifications by the Contractor not approved in writing by the Director shall upon notice by the Director be immediately restored by the Contractor at the Contractor's cost to original condition as determined by the Director. If the Contractor fails to restore the facility within a reasonable time period specified by the Department, the County may restore the facility and the Contractor shall be liable for the County's costs, including lost revenue resulting from the unauthorized modification and/or loss of use during the restoration, if any. In any proceeding for such lost revenue, it shall be presumed that the amount of revenue that would have been produced but for the Contractor's unauthorized modification and subsequent cure period equals that produced during the same months and days in the County fiscal year that yielded the most revenue of the three County fiscal years preceding the date of cure, plus an increase in accordance with the Consumer Price Index.

2.7.3 Modification of Parking Lots by Department. Notwithstanding any other provision of the Contract, the Department, in the sole discretion of the Director, may at its own cost modify the size, configuration or capacity of a Parking Lot at any time upon 30 days' written notice to the Contractor identifying the nature of the modification. To the extent such modification results in necessary revisions to staffing levels, the Contractor's compensation shall be adjusted in accordance with Section 1.4.3 and 1.4.4.

2.7.4 Addition of Parking Lot. The Director may in his sole discretion add Parking Lots to the Contract in accordance with Section 1.4.3. The Contractor's compensation shall be adjusted in accordance with Section 1.4.3.

2.7.5 Deletion of Parking Lot. The Director may in his sole discretion delete Parking Lots from the Contract in accordance with Section 1.4.4. Such deletion may include withdrawal of the RV Park from the Contractor's service area and scope of work. The Contractor's compensation

shall be adjusted in accordance with Section 1.4.4.

2.8 REPORTS AND LOGS

2.8.1 Records to Be Available to County Staff. Contractor's records, reports and logs pertaining to the Contract, whether or not submitted to the Department, shall be available for inspection and copying by the CA and other County staff in accordance with Section 3.11.

2.8.2 Deposit Slips. The Contractor shall maintain deposit records and submit deposit slips daily to the Department's financial office.

2.8.3 Parking Ticket Records. The Contractor shall retain all KIS ticketing machine reports or any unsold manual tickets until audited by the CA or as provided in Section 3.11.

2.8.4 Daily Parking Lot Log. The Contractor's parking attendants at each Parking Lot shall daily record in a log the name of the parking attendant who opens and closes the Parking Lot, the number of cash canisters used during the day and their control numbers, the opening and closing parking ticket numbers, the opening and closing car counter numbers, the time of opening and closing, the time of a change in shifts, the name of each parking attendant and any notice provided the CA regarding maintenance requirements and hazardous conditions. The Daily Parking Lot Log shall be retained by the Contractor as a reference for the CA, the County's auditors, the Contractor's certified public accountant and other investigators that the parties may employ.

2.8.5 Incident Reports. In addition to the matters required to be reported under Section 3.9.5, the Contractor's supervisory staff shall submit to the CA a written report of any theft, property damage, bodily injury, assault, firearms violation, vandalism or other trouble that involves or takes place in a Parking Lot managed by the Contractor under this Contract within 12 hours of the occurrence. In the event of an incident involving risk of bodily injury or property damage over \$250, the Contractor shall immediately notify the CA by telephone in addition to submitting an incident report. The report shall state, in appropriate detail, the nature, date, and time of the incident, and the individuals and police agency involved. Contractor staff observing the incident shall report and verify the information and the employee's supervisor shall approve the report. The Contractor shall retain a copy of these reports during the term of the contract.

2.8.6 Complaint Log. The Contractor shall establish and maintain a log of all complaints received directly from the public or forwarded to the Contractor by the CA about the Parking Lots, including by way of example without limitation, complaints about employee appearance, attitude and work, Parking Lot cleanliness and maintenance, equipment operation, and parking fees. The log shall contain the date of receipt of the complaint, nature of the complaint, action taken or the reason for inaction, and the date of the correction. A copy of the complaint and its resolution shall be submitted to the CA no later than 10 days from the Contractor's receipt of the complaint. A copy of the complaint log for each month of the Contract shall be submitted to the CA with the other reports to be submitted to the CA at monthly intervals.

2.8.7 Cash Drop Log. The Contractor's attendants shall make a record each time cash is deposited (dropped) into a Parking Lot safe or cash canister. The record will be written on the daily report and submitted separately from the cash drop. The record shall include the sequential number of the cash drop, the location, the date and time of the drop, the amount, the cashier's signature, and the supervisor's signature verifying the date and time the supervisor picked up the drop. The log shall be retained by the Contractor as a reference for the CA, the County's auditors, the Contractor's certified public accountant and other investigators that the parties may employ.

2.8.8 Daily Free Entry Log. The Contractor's parking attendants shall record each free entry into the Parking Lots. The log entry shall include the name of the patron, the patron's signature, the vehicle's full license number or County truck number, and the reason for allowing free entry. The supervisor shall review and approve the log. The log shall be retained by the Contractor as a reference for the CA, the County's auditors, the Contractor's certified public accountant and other investigators that the parties may employ.

2.8.9 Daily Cashier Report. The Contractor's parking attendants shall prepare a Daily Cashier Report for each Parking Lot. The report shall show the starting and ending ticket number and activity counter reading for each shift, the amount of the change fund received by each attendant upon starting the shift, the amount of the change fund returned at closing and the total number of activities and tickets for the day. The supervisor shall verify the activity counter reading

and last parking ticket number at closing. The report shall be transmitted to the Contractor's accounting staff for use in compiling the Daily Activity and Revenue Report. The log shall be retained by the Contractor as a reference for the CA, the County's auditors, the Contractor's certified public accountant and other investigators that the parties may employ.

2.8.10 Parking Meter Revenue Report. The Contractor shall prepare a Meter Revenue Report each time parking meters are emptied. The report shall show the date and time of collection, the Parking Lot, the amount collected and verification of amounts collected by the Contractor's employee and a supervisor. Collection of cash from meters shall be witnessed and the amount collected verified by a supervisor. The report shall be transmitted to the Contractor's accounting staff for use in compiling the Daily Activity and Revenue Report. The Contractor shall retain the log as a reference for the CA, the County's auditors, the Contractor's certified public accountant and other investigators that the parties may employ.

2.8.11 Pay and Display Fee Collection Machine Report. Each day that fees are collected from pay-and-display and other automated collection machines, the attendant performing the collection shall include a printed report showing the date and time of the collection, the Parking Lot, the amounts collected, starting counter numbers from the previous report, and ending counter numbers. The report shall be transmitted to the Contractor's accounting staff for use in compiling the Daily Activity and Revenue Report. The log shall be retained by the Contractor as a reference for the CA, the County's auditors, the Contractor's certified public accountant and other investigators that the parties may employ.

2.8.12 Daily Deposit Summary. Daily, the Contractor shall have an employee other than a parking attendant or supervisor open the safe or cash canister, if any, and count the money by location. The Contractor's employee shall prepare a deposit receipt and shall reconcile the amounts collected to the amounts recorded on the Daily Cashier Reports, Meter Revenue Reports, and Fee Collection Machine Reports. The Daily Deposit Summary shall be delivered to the Department's financial services office with copies of the deposit slips and the Daily Activity and Revenue Report.

2.8.13 Daily Activity and Revenue Report. The Contractor shall daily submit with the deposit receipts an Activity and Revenue Report prepared

by the Contractor's employees (other than the parking attendants and supervisors). It shall reconcile the day's parking fee collections by summarizing the cashiers' daily reports and finding agreement with the amount of collections deposited or stating the amount by which the deposit fails to agree with the summary and the reason for such disagreement. The summary shall include a report of activity and revenue for each day itemized by Parking Lot and totaled for all Parking Lots. The report shall include all payments received by the Contractor on account of the Contract work and shall set forth:

- The amount of parking fees collected;
- Amounts collected on account of city parking taxes and other taxes;
- The number of daily vehicle entries and the fees paid on account of such entries;
- The number and types of free entries;
- The amounts paid, number, type and account number of prepaid and monthly entries;
- Amounts collected from meters;
- Amounts collected from pay-and-display or other collection machines;
- The number of any validated parking hours and fees paid by validating businesses, if any;
- The parking ticket series sold;
- The beginning and ending vehicle counts by the automated vehicle counters;
- The amount of parking fees collected from film companies, special or private prepaid events and name of payee; and,
- Other information requested by the CA.

2.8.14 Monthly Activity and Revenue Reports. Not later than the 15th of each month, the Contractor shall provide the CA a Monthly Activity and Revenue Report in form and content acceptable to the CA, reporting on the monthly activity and revenue for each Parking Lot in the month just ended. The Report shall include the following information, itemized by Parking Lot and totaled for all Parking Lots:

- The amount of parking fees collected during the period;
- Amounts collected on account of city parking

taxes and other taxes;

- The number of daily vehicle entries and the fees paid on account of such entries;
- The number and types of free entries;
- The amounts paid, number, type and account number of prepaid and monthly entries;
- The number of any validated parking hours and fees paid by validating businesses, if any;
- The parking ticket series assigned to each Parking Lot and sold during the period;
- The beginning and ending vehicle counts by the automated vehicle counters for the month;
- Delinquent monthly parking fees by account name and number;
- The amount of parking fees collected from film companies, special and private events and names of payees; and,
- Other information requested by the CA.

2.8.15 Independent Audit Reports

2.8.15.1 The Contractor shall engage and pay for a certified public accountant approved by the Director to audit the Contractor's records of the Contract work and provide the specified reports.

2.8.15.2 Within 45 days following the effective date of the Contract and thereafter in each Contract Year between October 16 and December 31, the certified public accountant shall report on the adequacy of the Contractor's accounting and cash control procedures and shall recommend any changes that will enable the auditor to certify the semi-annual audit report specified in Section 2.8.15.3. The report shall be provided by the certified public accountant to the Director.

2.8.15.3 Not later than March 30, 2006 and at the end of each six-month interval thereafter during the Contract term and any extension periods, the certified public accountant shall audit the Contractor's internal records and those submitted to the County and shall report on the accuracy of the monthly revenue reported from each Parking Lot. For each month of the six month period, the certified public accountant shall identify and explain any substantial fluctuation in revenue from the previous month in the current year and from the same month in the previous year. The report shall be provided by the certified public accountant to the Director, who may take appropriate action in accordance with the Contract and County policy.

QUALITY ASSURANCE

2.9 General Requirements

2.9.1 The Contractor shall observe, at a minimum, the standards set forth in this Section 2.9, and acknowledges that the adequacy of its compliance with the Contract shall be measured by these standards as well as all other terms and conditions of the Contract.

2.9.2 The Contractor shall meet deadlines set by the CA.

2.9.3 The Contractor shall strictly comply with the financial control requirements of the Contract.

2.9.4 The Contractor shall complete reports required by the Contract on time.

2.9.5 The Contractor's employees shall appear on time for meetings and conduct themselves professionally.

2.9.6 The Contractor's employees shall strictly adhere to staffing schedules.

2.9.7 The Contractor shall report hourly services accurately.

2.9.8 The Contractor shall return calls of County agents, employees and contractors promptly in accordance with Section 2.1.6.3.

2.9.9 The Contractor shall not allow its insurance to lapse. The Contractor's proof of insurance for each required policy shall comply with Contract requirements in all respects, including but not limited to State authorization of insurer, presence of each required coverage, and policy limits.

2.10 Performance Evaluation. The County or its agent will evaluate Contractor's performance under this agreement on not less than an annual basis. Such evaluation will include assessing Contractor's compliance with all Contract terms and performance standards. Contractor deficiencies which the County determines are severe or continuing and that may place performance of the Contract in jeopardy if not corrected will be reported to the Board of Supervisors. The report will include improvement/corrective action measures taken by the County and Contractor. If improvement does not occur consistent with the corrective action measures, including any specific compliance date, the County may terminate this Contract or impose other penalties as specified in this Contract.

2.11 Contractor's Quality Control Plan. The Contractor shall comply with Contractor's Quality Control Plan (included in the Work Plan, Form P-

2), which is hereby incorporated in the Contract by reference. To the extent that provisions of Contractor's Quality Control Plan are inconsistent with any other part of the Contract, they shall be ineffective. The Contractor shall not change the Quality Control Plan without written approval of the Director. The Contractor shall maintain the Quality Control Plan by making modifications as approved or directed by the Director. Updated copies must be provided to the Director as changes occur. The plan shall include, but not be limited, to the following:

- An inspection system that covers all services listed in the Performance Requirements Summary. Activities that will be inspected must be specified; if they will be inspected on a scheduled or unscheduled basis; how often inspections will occur; and the title of the individual(s) who will perform the inspection(s).
- The method(s) for identifying and preventing deficiencies in the quality of services performed.
- Maintenance of a file for all inspections conducted by the Contractor, and corrective action taken, if necessary. Inspection documents shall be made available to the CA during the Contract term.
- Methods of continuing to ensure services to the County in the event of a strike by the Contractor's employees.
- The Contractor shall perform at least one surprise cash count each quarter of the Contract Year for each Parking Lot. The Contractor shall provide the County with copies of the reconciliations. Upon the request of the County, Contractor shall allow the CA or other County representative to attend any surprise cash count.

2.12 Inspections. The Contractor's Representative or a supervisor shall make daily inspections of the Parking Lots and correct or report cleaning and maintenance problems as needed. County staff shall have access to the Parking Lots for the purpose of inspection at any time.

2.13 Audits and Cash Counts. The Contractor acknowledges and agrees that the County has the right at any time without notice to enter any area under the Contractor's control on County property for the purpose of inspecting, auditing and performing cash counts. The Contractor and its staff shall cooperate in all such activities.

2.14 Safety and Accident Prevention. While performing any work under the Contract, the Contractor shall maintain and operate the Parking Lots in a safe and secure manner. Any violation of County safety rules and regulations, unless promptly corrected, shall be grounds for termination of the Contract.

2.15 Performance Standards

2.15.1 The methods and standards by which Contractor's performance shall be evaluated include, but are not limited to, those described in the Performance Requirements Summary (Exhibit 5).

2.15.2 The Contractor agrees to and accepts the provisions of the Performance Requirements Summary, including, but not limited to, the sums set forth as liquidated damages for unacceptable performance.

2.16 Discrepancy Reports and Liquidated Damages

2.16.1 Failure to perform the Contract in accordance with the Performance Requirements is considered unacceptable. The CA may issue a Discrepancy Report (DR) (Exhibit 11) to the Contractor in any failure to comply with the Performance Requirements or other unacceptable performance. In the case of continuing deficiencies, the CA may issue a separate DR each day the deficiency continues.

2.16.2 The Contractor shall immediately correct unacceptable performance and shall explain in writing within seven days of the date of the DR what caused the unacceptable performance, how and when performance will be returned to acceptable levels, and how the unacceptable performance will be prevented in the future. After considering the incident, the Contractor's statement and any history of unacceptable performance, the Director may excuse the incident, assess and collect liquidated damages in the manner and amount described in Exhibit 5 or proceed with Contract termination as provided in Section 3.16.

2.16.3 In any case of the Contractor's failure to meet the Performance Requirements stated in Exhibit 5, the County may, in lieu of other remedies provided by law or the Contract, assess liquidated damages in the sums specified in Exhibit 5 and deduct them from the next regularly scheduled payment to the Contractor. However, neither the provision of a sum of liquidated damages for nonperformance or inadequate performance nor the County's acceptance of liquidated damages

shall be construed to waive the County's right to reimbursement for damage to its property or indemnity against third-party claims.

2.16.4 The amounts of liquidated damages have been set in recognition of the following circumstances existing at the time of the formation of the Contract:

- All the time limits and acts required to be done by both parties are of the essence of the Contract;
- The parties are both experienced in performance of the Contract work;
- The Contract contains a reasonable statement of the work to be performed in order that the expectations of the parties to the Contract are realized. The expectation of the County is a savings in the cost of work previously performed by employees of the County, while the expectation of the Contractor is a realization of a profit through the ability to perform the Contract work in accordance with the terms and condition of the Contract;
- The parties are not under any compulsion to contract;
- The Contractor's acceptance of the as-

essment of liquidated damages against it for unsatisfactory and late performance is by agreement and willingness to be bound as part of the consideration being offered to the County for the award of the Contract;

- Except where the County has incurred the cost of obtaining substitute performance or terminating the Contract, it would be difficult for the County to prove whether a failure to perform the Contract work for which a liquidated sum has been provided in Exhibit 5 will have resulted in a loss of its savings in the costs of the work to be performed or the exact amount of the damages incurred; and
- The liquidated sums specified in Exhibit 5 represent a fair approximation of the damages incurred by the County resulting from the Contractor's failure to meet the performance standard as to each item for which an amount of liquidated damages is specified.

**LOS ANGELES COUNTY DEPARTMENT OF BEACHES AND HARBORS
CONTRACT FOR PARKING LOT MANAGEMENT SERVICES**

PART THREE - STANDARD CONTRACT TERMS AND CONDITIONS

3.1 LIMITATION OF COUNTY'S OBLIGATION IN CASE OF NON-APPROPRIATION OF FUNDS

3.1.1 The County's obligation is payable only and solely from funds appropriated for the purpose of this contract. All funds for payments after June 30th of any fiscal year are subject to County's legislative appropriation for this purpose. Payments during subsequent fiscal periods are dependent upon the same action.

3.1.2 In the event this Contract extends into succeeding fiscal year periods, and if the governing body appropriating the funds does not allocate sufficient funds for the next succeeding fiscal year's payments, then the services shall be terminated as of June 30th of the last fiscal year for which funds were appropriated.

3.2 NONDISCRIMINATION IN EMPLOYMENT

3.2.1 The Contractor shall take affirmative action to ensure that qualified applicants are employed, and that employees are treated equally during employment, without regard to their race, color, religion, sex, ancestry, age, physical disability, marital status, political affiliation, or national origin. Such action shall include, by way of example without limitation: employment; upgrading; recruitment or recruitment advertising; demotion or transfer; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

3.2.2 The Contractor certifies and agrees that all persons employed by the Contractor, its affiliates, subsidiaries or holding companies, are and will be treated equally by the employer without regard to or because of race, color, religion, sex, ancestry, age, physical disability, marital status, political affiliation, or national origin, and in compliance with all antidiscrimination laws of the United States of America and the State of California.

3.2.3 The Contractor certifies and agrees that it will deal with its subcontractors, bidders or vendors without regard to their race, color, religion, sex, ancestry, age, physical disability, marital status, political affiliation, or national origin.

3.2.4 The Contractor shall allow the County access to its employment records during regular business hours to verify compliance with these provisions when requested by the County.

3.2.5 If the County finds that any of the above provisions have been violated, the same shall constitute a material breach of contract upon which the County may determine to terminate the Contract. While the County reserves the right to determine independently that the antidiscrimination provisions of the Contract have been violated, a final determination by the California Fair Employment Practices Commission or the Federal Equal Employment Opportunity Commission that the Contractor has violated state or federal antidiscrimination laws shall constitute a finding on which the County may conclusively rely that the Contractor has violated the antidiscrimination provisions of the Contract. The parties agree that in the event the Contractor violates the antidiscrimination provisions of the Contract, the County shall at its option be entitled to a sum of five hundred dollars (\$500) pursuant to Section 1671 of the California Civil Code as damages in lieu of terminating the Contract.

3.3 ASSURANCE OF COMPLIANCE WITH CIVIL RIGHTS LAWS. The Contractor hereby assures it will comply with all applicable federal and state statutes to the end that no person shall, on the grounds of race, religion, color, sex, age, physical disability, marital status, political affiliation or national origin, be excluded from participation in, be denied the benefits of, nor be otherwise subjected to discrimination under the Contract or under any project, program, or activity supported by the Contract.

3.4 COMPLIANCE WITH FEDERAL, STATE AND LOCAL LAWS

3.4.1 The Contractor agrees to comply with all applicable federal, state, county and city laws, rules, regulations, ordinances, or codes, and all provisions required by these laws to be included in the Contract are incorporated by reference.

3.4.2 The Contractor warrants that it fully complies with all statutes and regulations regarding the employment eligibility of foreign na-

tionals; that all persons performing the Contract work are eligible for employment in the United States; that it has secured and retained all required documentation verifying employment eligibility of its personnel; and that it shall secure and retain verification of employment eligibility from any new personnel in accordance with the applicable provisions of law.

3.4.3 The Contractor agrees to indemnify and hold the County harmless from any loss, damage or liability resulting from a violation on the part of the Contractor of such laws, rules, regulations or ordinances.

3.5 GOVERNING LAW. The Contract shall be construed in accordance with and governed by the laws of the State of California.

3.6 COVENANT AGAINST CONTINGENT FEES

3.6.1 The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure the Contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies under contract with the Contractor for the purpose of securing business.

3.6.2 The County shall have the right to terminate the Contract for a breach of this warranty, and, at its sole discretion, recover from the Contractor by way of such means as may be available the full amount of any commission, percentage, brokerage or contingent fee paid.

3.7 TERMINATION FOR IMPROPER CONSIDERATION

3.7.1 The County may, by written notice to the Contractor, immediately terminate the right of the Contractor to proceed under this Contract if it is found that consideration, in any form, was offered or given by Contractor, either directly or through an intermediary, to any County officer, employee or agent with the intent of securing the Contract or securing favorable treatment with respect to the award, amendment or extension of the Contract or the making of any determinations with respect to the Contractor's performance pursuant to the Contract. In the event of such termination, the County shall be entitled to pursue the same remedies against the Contractor as it could pursue in the event of default by the Contractor.

3.7.2 The Contractor shall immediately report any attempt by a County officer, employee or agent to solicit such improper consideration. The report shall be made either to the County manager charged with the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (213) 974-0914 or (800) 544-6861.

3.7.3 Among other items, such improper consideration may take the form of cash, discounts, services, or the provision of travel or entertainment or tangible gifts.

3.8 INDEMNIFICATION. The Contractor shall indemnify, defend and hold harmless the County and its Special Districts, elected and appointed officers, employees and agents from and against any and all liability, including but not limited to demands, claims, actions, fees, costs and expenses (including attorney and expert witness fees), arising from or connected with Contractor's acts and/or omissions arising from and/or relating to this Contract.

3.9 INSURANCE

3.9.1 General Insurance Requirements. Without limiting the Contractor's indemnification of the County and during the term of this Contract, the Contractor shall provide and maintain, and shall require all of its subcontractors to maintain, the programs of insurance specified in this Contract. Such insurance shall be primary to and not contributing with any other insurance or self-insurance maintained by the County, and such coverage shall be provided and maintained at the Contractor's own expense.

3.9.2 Evidence of Insurance. Certificate(s) or other evidence of coverage satisfactory to the County shall be delivered to the Department of Beaches and Harbors, Contract Section, 13837 Fiji Way, Marina del Rey CA 90292 prior to commencing services under this Contract. Such certificates or other evidence shall:

- (1) Specifically identify this Contract;
- (2) Clearly evidence all coverages required in this Contract;
- (3) Contain the express condition that the County is to be given written notice by mail at least thirty (30) days in advance of cancellation for all policies evidenced on the certificate of insurance.

(4) Include copies of the additional insured endorsement to the commercial general liability policy, adding the County of Los Angeles, its Special Districts, its officials, officers and employees as insureds for all activities arising from this Contract.

(5) Identify any deductibles or self-insured retentions for County's approval. The County retains the right to require the Contractor to reduce or eliminate such deductibles or self-insured retentions as they apply to the County, or require the Contractor to provide a bond guaranteeing payment of all such retained losses and related costs, including, but not limited to, expenses or fees, or both, related to investigations, claims administrations and legal defense. Such bond shall be executed by a corporate surety licensed to transact business in the State of California.

3.9.3 Insurer Financial Ratings. Insurance is to be provided by an insurance company acceptable to the County with an A.M. Best rating of not less than A: VII, unless otherwise approved by the County.

3.9.4 Failure to Maintain Coverage. Failure by the Contractor to maintain the required insurance or to provide evidence of insurance coverage acceptable to the County shall constitute a material breach of the Contract upon which the County may immediately terminate or suspend this Contract. The County, at its sole option, may obtain damages from the Contractor resulting from said breach. Alternatively, the County may purchase such required insurance coverage and, without further notice to the Contractor, the County may deduct from sums due to the Contractor any premium costs advanced by the County for such insurance.

3.9.5 Notification of Incidents, Claims or Suits. Contractor shall report to County:

(1) Any accident or incident relating to services performed under this Agreement which involves injury or property damage which may result in the filing of a claim or lawsuit against Contractor and/or County. Such report shall be made in writing within 24 hours of occurrence;

(2) Any third party claim or lawsuit filed against Contractor arising from or related to services performed by Contractor under this Agreement;

(3) Any injury to a Contractor employee that occurs on County property. This report shall be submitted on a County "Non-employee Injury

Report" to the County contract manager.

(4) Any loss, disappearance, destruction, misuse, or theft of any kind whatsoever of County property, monies or securities entrusted to Contractor under the terms of this Agreement.

3.9.6 Compensation for County Costs: In the event that Contractor fails to comply with any of the indemnification or insurance requirements of this Agreement, and such failure to comply results in any costs to County, Contractor shall pay full compensation for all costs incurred by County.

3.9.7 Insurance Coverage Requirements for Sub-contractors: Contractor shall ensure any and all sub-contractors performing services under this Agreement meet the insurance requirements of this Agreement by either:

(1) Contractor providing evidence of insurance covering the activities of sub-contractors, or

(2) Contractor providing evidence submitted by sub-contractors evidencing that sub-contractors maintain the required insurance coverage. The County retains the right to obtain copies of evidence of sub-contractor insurance coverage at any time.

3.9.8 Insurance Coverage Requirements. The Contractor shall maintain the insurance coverages specified in this Section 3.9.7 in the amounts specified.

3.9.8.1 General liability insurance (written on ISO policy form CG 00 01 or its equivalent) with limits of not less than the following:

General Aggregate: \$2 million

Products/Completed Operations Aggregate: \$1 million

Personal & Advertising Injury \$1 million

Each Occurrence: \$1 million

3.9.8.2 Automobile Liability insurance (written on ISO policy form CA 00 01 or its equivalent) with a limit of liability of not less than \$1 million for each accident. Such insurance shall include coverage for all "owned", "hired" and "non-owned" vehicles, or coverage for "any auto".

3.9.8.3 Crime coverage insurance with limits in an amount not less than \$500,000 covering against loss of money, securities, or other property referred to in this agreement and naming the County as loss payee as to the risks of employee dishonesty; forgery or alteration; theft,

disappearance and destruction; computer fraud; and burglary and robbery.

3.9.8.4 Workers Compensation and Employers' Liability insurance providing workers compensation benefits, as required by the Labor Code of the State of California or by any other state, and for which Contractor is responsible. If Contractor's employees will be engaged in maritime employment, coverage shall provide workers compensation benefits as required by the U.S. Longshore and Harbor Workers' Compensation Act, Jones Act or any other federal law for which Contractor is responsible. In all cases, the above insurance also shall include Employers' Liability coverage with limits of not less than the following:

Each Accident: \$1 million

Disease - policy limit: \$1 million

Disease - each employee: \$1 million

3.10 STATUS OF CONTRACTOR'S EMPLOYEES; INDEPENDENT STATUS OF CONTRACTOR

3.10.1 Contractor shall at all times be acting as an independent contractor. This Contract is not intended, and shall not be construed, to create the relationship of agent, servant, employee, partnership, joint venture or association as between the County and Contractor.

3.10.2 Contractor understands and agrees that all of Contractor's personnel who furnish services to the County under the Contract are employees solely of Contractor and not of County for purposes of workers' compensation liability.

3.10.3 Contractor shall bear the sole responsibility and liability for furnishing workers' compensation benefits to Contractor's personnel for injuries arising from or connected with the performance of the Contract.

3.11 RECORD RETENTION AND INSPECTION

3.11.1 The Contractor agrees that the County or any duly authorized representative shall have the right to examine, audit, excerpt, copy or transcribe any transaction, activity, time card, cost accounting record, financial record, proprietary data or other record pertaining to the Contract. Contractor shall keep all such material for four years after the completion or termination of the Contract, or until all audits are complete, whichever is later.

3.11.2 If any such records are located outside the County of Los Angeles, the Contractor shall pay the County for travel and per diem costs connected with any inspection or audit.

3.12 AUDIT SETTLEMENT

3.12.1 If, at any time during the term of the Contract or at any time after the expiration or termination of the Contract, authorized representatives of the County conduct an audit of the Contractor regarding performance of the Contract and if such audit finds that the County's obligation for the Contract payment is less than the payments made by the County to the Contractor, then the Contractor agrees that the difference shall be either repaid forthwith by the Contractor, or at the Director's option, credited to the County against any future Contract payments.

3.12.2 If such audit finds that the County's obligation for the Contract payment is more than the payments made by the County to the Contractor, then the difference shall be paid to the Contractor by the County, provided that in no event shall the County's maximum obligation under the Contract exceed the funds appropriated by the County for the purpose of the Contract.

3.13 VALIDITY. The invalidity in whole or in part of any provision of the Contract shall not void or affect the validity of any other provision.

3.14 WAIVER. No waiver of a breach of any provision of the Contract by either party shall constitute a waiver of any other breach of the provision or any other provision. Failure of either party to enforce a provision of the Contract at any time, or from time to time, shall not be construed as a waiver of the provision or any other provision. The Contract remedies shall be cumulative and additional to any other remedies available in law or equity.

3.15 DISCLOSURE OF INFORMATION

3.15.1 The Contractor shall not disclose any details in connection with the Contract to any party, except as may be required by law.

3.15.2 However, recognizing the Contractor's need to identify its services and clients, the Contractor may publicize the Contract work, subject to the following limitations:

(1) All publicity shall be presented in a professional manner.

(2) The name of the County shall not be used in commercial advertisements, press releases, opinions or feature articles, without the prior written consent of the Director. The County shall not unreasonably withhold written consent, and approval by the County shall be deemed to have been given in the absence of objection by the County within two (2) weeks after receipt by the CA of the material submitted by the Contractor for approval by the County.

(3) The Contractor may list the Contract in any other proposal submitted in response to a request for proposals or bids from a third party without prior written permission of the County.

3.16 COUNTY'S REMEDIES FOR DEFAULT

3.16.1 If the Contractor fails to perform the Contract work in accordance with the covenants, terms and conditions of the Contract or fails to comply with any other material covenant, term or condition of the Contract, the County may, by written notice of default to the Contractor, terminate the whole or any part of the Contract. Nothing in this Section 3.16 shall prevent the County from recovering any and all damages arising from the default. The County may elect not to terminate the Contract without waiving its right to such recovery.

3.16.2 Contractor shall have ten (10) calendar days from written notification of default in which to cure the default. The County, in its sole discretion, may by written notice allow a longer or additional period for cure.

3.16.3 If the Contractor does not cure the default within the time specified by the notice of default or written extension of time, the Contract shall be terminated. In such event, all finished or unfinished documents, data and reports prepared by the Contractor under this Contract shall be transferred immediately to the County.

3.16.4 In the event the County terminates the Contract in whole or in part for the Contractor's default, the County may procure replacement services from a third party or by County's employees upon such terms and in such manner as the County deems appropriate. The Contractor shall be liable to the County for any excess costs arising from the use of replacement services. Excess costs shall consist of those costs incurred by the County in procuring replacement services, which exceed the costs the County would have been obligated to pay the Contractor for the services in question. The Contractor shall

continue performance of any part of the Contract work not terminated.

3.16.5 Except with respect to defaults of subcontractors, the Contractor shall not be liable for any excess costs if the failure to perform arises out of causes beyond the control and without the fault or negligence of the Contractor. Such causes may include, but are not restricted to, acts of the public enemy, acts of the County in either its sovereign or contractual capacity, acts of the federal and state governments in their sovereign capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather. If the failure to perform is caused by the default of a subcontractor arising from causes beyond the control of both the Contractor and subcontractor, and without the negligence of either of them, the Contractor shall not be liable for any excess costs for failure to perform unless the Contractor had sufficient time to obtain performance from another party.

3.16.6 If, after termination, it is determined that the Contractor was not in default, the rights and obligations of the parties shall be the same as if the Contract were terminated pursuant to Section 3.18 (Termination for Convenience of the County).

3.16.7 The rights and remedies of the County provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under the Contract.

3.17 DEFAULT FOR INSOLVENCY

3.17.1 Notwithstanding the provisions of Section 3.16, the County may cancel the Contract for default without giving the Contractor written notice of default and time to cure upon the occurrence of any of the following events:

(1) The Contractor becomes insolvent. The Contractor shall be deemed to be insolvent if it has ceased to pay its debts in the ordinary course of business or cannot pay its debts as they become due, whether it has committed an act of bankruptcy or not, whether it has filed for federal bankruptcy protection and whether it is insolvent within the meaning of the federal bankruptcy law.

(2) The filing of a voluntary petition to have the Contractor declared bankrupt.

(3) The appointment of a receiver or trustee for the Contractor.

(4) The execution by the Contractor of an assignment of the Contract for the benefit of creditors.

3.17.2 The rights and remedies of the County provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under the Contract.

3.18 TERMINATION FOR CONVENIENCE OF THE COUNTY

3.18.1 The performance of the Contract work may be terminated in whole or in part from time to time when such action is deemed by the County to be in its best interest, subject to delivery to the Contractor of a ten (10) day advance notice of termination specifying the extent to which the Contract work is terminated, and the date upon which such termination becomes effective.

3.18.2 County may suspend performance or terminate the Contract without liability for damages if County is prevented from performing by reasons beyond its control, including but not limited to operation of laws, acts of God, and official acts of local, state or federal authorities. After receipt of a notice of suspension of performance or termination, the Contractor shall stop the Contract work on the date and to the extent specified in the notice.

3.18.3 The County and Contractor shall negotiate an equitable amount to be paid the Contractor by reason of the total or partial termination of work pursuant to this section, which amount may include a reasonable allowance for profit on the Contract work that has been performed and has not been paid, provided that such amount shall not exceed the total obligation to pay for the Contract work performed as reduced by the amount of Contract payments otherwise made.

3.18.4 The Contractor shall make available to the County, for a period of four (4) years after Contract termination, at all reasonable times, at the office of the Contractor, all books, records, documents, or other evidence bearing on the costs and expenses of the Contractor in respect to the termination under this section of the Contract work. In the event records are located outside the County of Los Angeles, the Contractor will pay the County for traveling and per diem costs connected with an inspection or audit.

3.19 NOTICE OF DELAY. Except as otherwise provided, when either party knows of any fact that will prevent timely performance of the Contract, that party shall give notice, including all relevant information, to the other party within five (5) days.

3.20 NOTIFICATION. Except as otherwise provided by the Contract, notices desired or required to be given by law or under the Contract may, at the option of the party giving notice, be given by enclosing a written notice in a sealed envelope addressed to the party for whom intended and by depositing such envelope with postage prepaid in the United States mail. Any such notice shall be addressed to the Contractor at the address shown for the Contractor in Form P-1 or such other place designated in writing by the Contractor. Notice to the County shall be addressed to the Director, Department of Beaches and Harbors, 13837 Fiji Way, Marina del Rey, California 90292, or such other place as the Director may designate in writing.

3.21 CONFLICT OF INTEREST

3.21.1 The Contractor represents and warrants that the statements set forth in the conflict of interest certification of its Proposal are true and correct.

3.21.2 The Contractor further agrees that anyone who is an employee or former employee of the County at the time of execution of the Contract by the Board of Supervisors and who subsequently becomes affiliated with the Contractor in any capacity shall not perform the Contract work or share in the Contract's profits for a period of one (1) year from the date of termination of the employee's employment with the County.

3.21.3 The County shall have the right to terminate the Contract for a breach by the Contractor of either its warranty or promise on the absence of the prohibited conflicts of interest.

3.22 DELEGATION AND ASSIGNMENT

3.22.1 The Contractor may not delegate its duties or assign its rights under the Contract, either in whole or in part, without the prior written consent of the Director. Any delegation of duties or assignment of rights under the Contract without the express written consent of the County shall be null and void and shall constitute a breach for which the Contract may be terminated.

3.22.2 Any delegation of duties or assignment of rights (including but not limited to a merger, acquisition, asset sale and the like) shall be in the form of a subcontract or formal assignment, as applicable. The Contractor's request to the Director for approval of an assignment shall include all information that must be submitted with a request by the Contractor to the County for approval of a subcontract of the Contract work pursuant to Section 3.23.

3.23 SUBCONTRACTING

3.23.1 Performance of the Contract work may not be subcontracted without the express written consent of the Director. Any subcontract of the Contract work without the express written consent of the Director shall be null and void and shall constitute a breach for which the Contract may be terminated.

3.23.2 The Contractor's request to the Director for approval to enter into a subcontract of the Contract work shall include:

- (1) A description of the work to be performed by the subcontractor;
- (2) Identification of the proposed subcontractor and an explanation of why and how the proposed subcontractor was selected, including the degree of competition obtained;
- (3) The proposed subcontract amount, together with the Contractor's cost or price analysis; and
- (4) A copy of the proposed subcontract.

3.23.3 In the event the Director should consent to a subcontract for the performance of the Contract work, the terms and conditions of the Contract shall be made expressly applicable to the work that is to be performed by the subcontractor.

3.23.4 In the event the Director should consent to a subcontract, the Contractor shall provide in the approved subcontract an agreement that the work of the subcontractor is pursuant to the terms of a prime contract with the County of Los Angeles, and that all representations and warranties shall inure to the benefit of the County of Los Angeles.

3.23.5 Subcontracts shall be made in the name of the Contractor and shall not bind nor purport to bind the County. The making of subcontracts shall not relieve the Contractor from performing the Contract work in accordance with the terms and conditions of the Contract. Approval of any subcontract by the County shall

not be construed as effecting any increase in the compensation to be paid for the Contract work.

3.23.6 Any later modification or amendment of the subcontract shall be approved in writing by the Director before such modification or amendment is effective.

3.24 CHANGES AND AMENDMENTS

3.24.1 Except as provided in this Section 3.24, renewals and other modifications of this Contract shall be in writing and shall be executed by the parties and approved by the Board in the same manner as the Contract.

3.24.2 A change which does not materially affect the scope of work, period of performance, compensation, method of payment, insurance, performance guaranty or other material term or condition of the Contract shall be effective upon the Director and the Contractor signing a change notice or other writing reflecting a modification of the Contract.

3.24.3 The Director may, in his or her sole discretion, grant the Contractor extensions of time for performance of the work where such extensions do not materially affect the work. Such extensions shall not be deemed to extend the term of the Contract.

3.25 PROPRIETARY RIGHTS. All materials, data and other information of any kind obtained from County personnel and all materials, data, reports and other information of any kind developed by the Contractor under the Contract are the property of the County, and the Contractor agrees to take all necessary measures to protect the security and confidentiality of all such materials, data, reports and information. The provisions of this paragraph shall survive the expiration or other termination of the Contract.

3.26 TIME. Except as specifically otherwise provided in the Contract, time is of the essence in the performance of the Contract work and all terms and conditions of the Contract with respect to such performance shall be so construed.

3.27 AUTHORIZATION. The Contractor represents and warrants that its signatory to the Contract is fully authorized to obligate the Contractor to performance of the Contract work, and that all necessary acts to the execution of the Contract have been performed.

3.28 COMPLIANCE WITH COUNTY LOBBYING REQUIREMENTS

3.28.1 The Contractor and each County lobbyist or County lobbying firm, as defined in Los Angeles County Code Section 2.160.010, retained by the Contractor shall fully comply with the County Lobbyist Ordinance, Los Angeles County Code Chapter 2.160.

3.28.2 Failure on the part of the Contractor or any County lobbyist or County lobbying firm retained by the Contractor to fully comply with the County Lobbyist Ordinance shall constitute a material breach of the Contract upon which the County may immediately terminate or suspend the Contract notwithstanding the opportunity to cure otherwise made available under Section 3.16.

3.29 CONSIDERATION OF HIRING COUNTY EMPLOYEES ON A REEMPLOYMENT LIST OR TARGETED FOR LAYOFFS.

Should the Contractor require additional or replacement personnel after the effective date of this Contract to perform the services set forth herein, the Contractor shall give first consideration for such employment openings to qualified permanent County employees who are targeted for layoff or qualified former County employees who are on a reemployment list during the life of this agreement.

3.30 CONSIDERATION OF GREATER AVENUES FOR INDEPENDENCE (GAIN) OR GENERAL RELIEF OPPORTUNITIES FOR WORK (GROW) PARTICIPANTS FOR EMPLOYMENT

Should the Contractor require additional or replacement personnel after the effective date of the agreement, contractor shall give consideration for any such employment openings to participants in the County's Department of Public Social Services' Greater Avenues for Independence (GAIN) Program or General Relief Opportunities for Work (GROW) Program who meet Contractor's minimum qualifications for the open position. County will refer GAIN/GROW participants, by job category, to Contractor.

3.31 COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM

3.31.1 Contractor's Warranty of Adherence to County Child Support Compliance Program. Contractor acknowledges that County has established a goal of ensuring that all individuals who benefit financially from County through contract are in compliance with their court-ordered

child, family and spousal support obligations in order to mitigate the economic burden otherwise imposed upon County and its taxpayers.

As required by the County's Child Support Compliance Program (County Code Chapter 2.200) and without limiting the Contractor's duty under this Contract to comply with all applicable provisions of law, Contractor warrants that it is now in compliance and shall during the term of this Contract maintain compliance with employment and wage reporting requirements as required by the Federal Social Security Act (41 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and shall implement all lawfully served Wage and Earnings Withholding Orders or CSSD Notices of Wage and Earnings Assignment for Child, Family, or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

3.31.2 Termination for Breach of Warranty to Maintain Compliance with County Child Support Compliance Program. Failure of Contractor to maintain compliance with the requirements set forth in the preceding Section 3.31.1 "Contractor's Warranty of Adherence to County's Child Support Compliance Program" shall constitute a default under this Contract. Without limiting the rights and remedies available to County under any other provision of this Contract, failure of Contractor to cure such default within 90 calendar days of written notice shall be grounds upon which County may terminate this Contract pursuant to Section 3.16 "County's Remedies for Default" and pursue debarment of Contractor pursuant to County Code Chapter 2.202.

3.32 COMPLIANCE WITH LIVING WAGE PROGRAM

3.32.1 Living Wage Program. This Contract is subject to the provisions of the County's ordinance entitled Living Wage Program ("Program") as codified in Sections 2.201.010 through 2.201.100 of the Los Angeles County Code, a copy of which is attached hereto as Exhibit 10 and incorporated by reference into and made a part of the Contract.

3.32.2 Payment of Living Wage Rates.

3.32.2.1 Unless Contractor has demonstrated to the County's satisfaction either that Contractor is not an "Employer" as defined under the Program (Section 2.201.020 of the County Code) or that Contractor qualifies for an

exception to the Program (Section 2.201.090 of the County Code), Contractor shall pay its Employees no less than the applicable hourly living wage rate, as set forth immediately below, for the Employees' services provided to the County under the Contract:

(a) Not less than \$9.46 per hour if, in addition to the per-hour wage, Contractor contributes less than \$1.14 per hour towards the provision of bona fide health care benefits for its Employees and any dependents; or

(b) Not less than \$8.32 per hour if, in addition to the per-hour wage, Contractor contributes at least \$1.14 per hour towards the provision of bona fide health care benefits for its Employees and any dependents. Contractor will be deemed to have contributed \$1.14 per hour towards the provision of bona fide health care benefits if the benefits are provided through the County Department of Health Services Community Health Plan. If, at any time during the Contract, Contractor contributes less than \$1.14 per hour towards the provision of bona fide health care benefits, Contractor shall be required to pay its Employees the higher hourly living wage rate.

3.32.2.2 For purposes of this Section, "Contractor" includes any subcontractor engaged by Contractor to perform services for the County under the Contract. If Contractor uses any subcontractor to perform services for the County under the Contract, the subcontractor shall be subject to the provisions of this Section. The provisions of this Section shall be inserted into any such subcontract agreement and a copy of the Program shall be attached to the agreement. "Employee" means any individual who is an employee of Contractor under the laws of California, and who is providing full-time services to Contractor, some or all of which are provided to the County under the Contract. "Full-time" means a minimum of 40 hours worked per week, or a lesser number of hours, if the lesser number is a recognized industry standard and is approved as such by the County; however, fewer than 35 hours worked per week will not, in any event, be considered full time.

3.32.2.3 If Contractor is required to pay a living wage when the Contract commences, Contractor shall continue to pay a living wage for the entire term of the Contract, including any option period.

3.32.2.4 If Contractor is not required to pay a

living wage when the Contract commences, Contractor shall have a continuing obligation to review the applicability of its "exemption status" from the living wage requirement, and Contractor shall immediately notify County if Contractor at any time either comes within the Program's definition of "Employer" or if Contractor no longer qualifies for an exception to the Program. In either event, Contractor shall immediately be required to commence paying the living wage and shall be obligated to pay the living wage for the remaining term of the Contract, including any option period. The County may also require, at any time during the Contract and at its sole discretion, that Contractor demonstrate to the County's satisfaction that Contractor either continues to remain outside of the Program's definition of "Employer" and/or that Contractor continues to qualify for an exception to the Program. Unless Contractor satisfies this requirement within the time frame permitted by the County, Contractor shall immediately be required to pay the living wage for the remaining term of the Contract, including any option period.

3.32.3 Contractor's Submittal of Certified Monitoring Reports. Contractor shall submit to the County certified monitoring reports at a frequency instructed by the County. The certified monitoring reports shall list all of Contractor's Employees during the reporting period. The certified monitoring reports shall also verify the number of hours worked, the hourly wage rate paid, and the amount paid by Contractor for health benefits, if any, for each of its Employees. The certified monitoring reports shall also state the name and identification number of Contractor's current health care benefits plan, and Contractor's portion of the premiums paid as well as the portion paid by each Employee. All certified monitoring reports shall be submitted on forms provided by the County, or any other form approved by the County which contains the above information. The County reserves the right to request any additional information it may deem necessary. If the County requests additional information, Contractor shall promptly provide such information. Contractor, through one of its officers, shall certify under penalty of perjury that the information contained in each certified monitoring report is true and accurate.

3.32.4 Contractor's Ongoing Obligation to Report Labor Law/Payroll Violations and Claims.

During the term of the Contract, if the Contractor becomes aware of any labor law/payroll violation or any complaint, investigation or proceeding ("claim") concerning any alleged labor law/payroll violation (including but not limited to any violation or claim pertaining to wages, hours and working conditions such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful employment discrimination), the Contractor shall immediately inform the County of any pertinent facts known by the Contractor regarding same. This disclosure obligation is not limited to any labor law/payroll violation or claim arising out of the Contractor's Contract with the County, but instead applies to any labor law/payroll violation or claim arising out of any of the Contractor's operations in California.

3.32.5 County Auditing of Contractor Records. Upon a minimum of twenty-four (24) hours' written notice, the County may audit, at Contractor's place of business, any of Contractor's records pertaining to the Contract, including all documents and information relating to the certified monitoring reports. Contractor is required to maintain all such records in California until the expiration of four years from the date of final payment under the Contract. Authorized agents of the County shall have access to all such records during normal business hours for the entire period that records are to be maintained.

3.32.6 Notifications to Employees. Contractor shall place County-provided living wage posters at each of Contractor's place of business and locations where Contractor's Employees are working. Contractor shall also distribute County-provided notices to each of its Employees at least once per year. Contractor shall translate into Spanish and any other language spoken by a significant number of Employees the posters and handouts.

3.32.7 Enforcement and Remedies. If Contractor fails to comply with the requirements of this Section, the County shall have the rights and remedies described in this Section in addition to any rights and remedies provided by law or equity.

3.32.7.1 Remedies For Submission of Late or Incomplete Certified Monitoring Reports. If Contractor submits a certified monitoring report to the County after the date it is due or if the report submitted does not contain all of the required information or is inaccurate or is not

properly certified, any such deficiency shall constitute a breach of the Contract. In the event of any such breach, the County may, in its sole discretion, exercise any or all of the following rights/remedies:

(a) **Withholding of Payment.** If Contractor fails to submit accurate, complete, timely and properly certified monitoring reports, the County may withhold from payment to Contractor up to the full amount of any invoice that would otherwise be due, until Contractor has satisfied the concerns of the County, which may include required submittal of revised certified monitoring reports or additional supporting documentation.

(b) **Liquidated Damages.** It is mutually understood and agreed that Contractor's failure to submit an accurate, complete, timely and properly certified monitoring report will result in damages being sustained by the County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a penalty or forfeiture for Contractor's breach. Therefore, in the event that a certified monitoring report is deficient, including but not limited to being late, inaccurate, incomplete or uncertified, it is agreed that the County may, in its sole discretion, assess against Contractor liquidated damages in the amount of \$100 per monitoring report for each day until the County has been provided with a properly prepared, complete and certified monitoring report. The County may deduct any assessed liquidated damages from any payments otherwise due Contractor.

(c) **Termination.** Contractor's failure to submit an accurate, complete, timely and properly certified monitoring report may constitute a material breach of the Contract. In the event of such material breach, County may, in its sole discretion, terminate the Contract.

3.32.7.2 Remedies for Payment of Less Than the Required Living Wage. If Contractor fails to pay any Employee at least the applicable hourly living wage rate, such deficiency shall constitute a breach of the Contract. In the event of any such breach, the County may, in its sole discretion, exercise any or all of the following rights/remedies:

(a) **Withholding Payment.** If Contractor fails to pay one or more of its Employees at least the applicable hourly living wage rate, the County may withhold from any payment otherwise due Contractor the aggregate difference between the living wage amounts Contractor was required to pay its Employees for a given pay period and the amount actually paid to the Employees for that pay period. The County may withhold said amount until Contractor has satisfied the County that any underpayment has been cured, which may include required submittal of revised certified monitoring reports or additional supporting documentation

(b) **Liquidated Damages.** It is mutually understood and agreed that Contractor's failure to pay any of its Employees at least the applicable hourly living wage rate will result in damages being sustained by the County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a penalty or forfeiture for Contractor's breach. Therefore, it is agreed that the County may, in its sole discretion, assess against Contractor liquidated damages of \$50 per Employee per day for each and every instance of an underpayment to an Employee. The County may deduct any assessed liquidated damages from any payments otherwise due Contractor.

(c) **Termination.** Contractor's failure to pay any of its Employees the applicable hourly living wage rate may constitute a material breach of the Contract. In the event of such material breach, County may, in its sole discretion, terminate the Contract.

3.32.8 Debarment. In the event Contractor breaches a requirement of this Section, the County may, in its sole discretion, bar Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach, not to exceed three years.

3.32.9 Use of Full-Time Employees. Contractor shall assign and use full-time employees of Contractor to provide services under the Contract unless Contractor can demonstrate to the satisfaction of the County that it is necessary to use non-full-time employees based on staffing efficiency or County requirements for the work to be performed under the Contract. It is

understood and agreed that Contractor shall not, under any circumstance, use non-full-time employees for services provided under the Contract unless and until the County has provided written authorization for the use of same. Contractor submitted with its proposal a full time employee staffing plan. If Contractor changes its full time employee staffing plan, Contractor shall immediately provide a copy of the new staffing plan to the County.

3.32.10 Contractor Retaliation Prohibited. Contractor and/or its employees shall not take any adverse action which would result in the loss of any benefit of employment, any contract benefit, or any statutory benefit for any employee, person or entity who has reported a violation of the Program to the County or to any other public or private agency, entity or person. A violation of the provisions of this paragraph may constitute a material breach of the Contract. In the event of such material breach, County may, in its sole discretion, terminate the Contract.

3.32.11 Contractor Standards. During the term of the Contract, Contractor shall maintain business stability, integrity in employee relations and the financial ability to pay a living wage to its employees. If requested to do so by the County, Contractor shall demonstrate to the satisfaction of the County that Contractor is complying with this requirement.

3.32.12 Neutrality in Labor Relations. Contractor shall not use any consideration received under the Contract to hinder, or to further, organization of, or collective bargaining activities by or on behalf of Contractor's employees, except that this restriction shall not apply to any expenditure made in the course of good faith collective bargaining, or to any expenditure pursuant to obligations incurred under a bona fide collective bargaining agreement, or which would otherwise be permitted under the provisions of the National Labor Relations Act.

3.33 CONTRACTOR RESPONSIBILITY AND DEBARMENT

3.33.1 A responsible Contractor is a Contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is the County's policy to conduct business only with responsible contractors.

3.33.2 The Contractor is hereby notified that, in accordance with Chapter 2.202 of the County

Code, if the County acquires information concerning the performance of the Contractor on this or other contracts which indicates that the Contractor is not responsible, the County may, in addition to other remedies provided in the contract, debar the Contractor from bidding on County contracts for a specified period of time not to exceed 3 years, and terminate any or all existing contracts the Contractor may have with the County.

3.33.3 The County may debar a contractor if the Board of Supervisors finds, in its discretion, that the Contractor has done any of the following: (1) violated any term of a contract with the County, (2) committed any act or omission which negatively reflects on the Contractor's quality, fitness or capacity to perform a contract with the County or any other public entity, or engaged in a pattern or practice which negatively reflects on same, (3) committed an act or offense which indicates a lack of business integrity or business honesty, or (4) made or submitted a false claim against the County or any other public entity.

3.33.4 If there is evidence that the Contractor may be subject to debarment, the Department will notify the Contractor in writing of the evidence which is the basis for the proposed debarment and will advise the Contractor of the scheduled date for a debarment hearing before the Contractor Hearing Board.

3.33.5 The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The Contractor and/or the Contractor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a proposed decision, which shall contain a recommendation regarding whether the contractor should be debarred, and, if so, the appropriate length of time of the debarment. If the Contractor fails to avail itself of the opportunity to submit evidence to the Contractor Hearing Board, the Contractor may be deemed to have waived all rights of appeal.

3.33.6 A record of the hearing, the proposed decision and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny or adopt the proposed decision and recommendation of the Hearing Board.

3.33.7 These terms shall also apply to subcontractors of County Contractors.

3.34 NOTICE TO EMPLOYEES REGARDING THE FEDERAL EARNED INCOME TAX CREDIT. Contractor shall notify its employees, and shall require each subcontractor to notify its employees, that they may be eligible for the federal Earned Income Credit under the federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice 1015.

3.35 CONTRACTOR TO USE RECYCLED PAPER. The Contractor shall use recycled-content paper to the maximum extent possible on all work performed under this Contract.

3.36 COMPLIANCE WITH JURY SERVICE PROGRAM.

3.36.1 Jury Service Program. This Contract is subject to the provisions of the County's ordinance entitled Contractor Employee Jury Service ("Jury Service Program") as codified in Sections 2.203.010 through 2.203.090 of the Los Angeles County Code.

3.36.2 Written Employee Jury Service Program.

3.36.2.1 Unless Contractor has demonstrated to the County's satisfaction either that Contractor is not a "Contractor" as defined under the Jury Service Program (Section 2.203.020 of the County Code) or that the Contractor qualifies for an exception to the Jury Service Program (Section 2.203.070 of the County Code) Contractor shall have and adhere to a written policy that provides that its employees shall receive from the Contractor, on an annual basis, no less than five days regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the Contractor or that the Contractor deduct from the employee's regular pay the fees received for jury service.

3.36.2.2 For purposes of this Section, "Contractor" means a person, partnership, corporation, or other entity which has a contract with the County or a subcontract with a County contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more County Contracts or subcontracts. "Employee" means any California resident who is a full time employee of Contractor. "Full time" means 40 hours or more worked per week, or a lesser number of hours if: 1) the lesser number

is a recognized industry standard as determined by the County, or 2) Contractor has a long-standing practice that defines the lesser number of hours as full time. Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program. If Contractor uses any Subcontractor to perform services for the County under this Contract, the Subcontractor shall also be subject to the provisions of this Section. The provisions of this Section shall be inserted into any such subcontract agreement and a copy of the Jury Service Program shall be attached to the agreement.

3.36.2.3 If Contractor is not required to comply with the Jury Service Program when the Contract commences, Contractor shall have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and Contractor shall immediately notify County if Contractor at any time either comes within the Jury Service Program's definition of "Contractor" or if Contractor no longer qualifies for an exception to the Program. In either event, Contractor shall immediately implement a written policy consistent with the Jury Service Program. The County may also require, at any time during the Contract and at its sole discretion, that Contractor demonstrate to the County's satisfaction that Contractor either continues to remain outside of the Jury Service Program's definition of "Contractor" and/or that Contractor continues to qualify for an exception to the Program.

3.36.2.4 Contractor's violation of this Section of the Contract may constitute a material breach of the Contract. In the event of such material breach, County may, in its sole discretion, terminate the Contract and/or bar Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach.

3.37 SAFELY SURRENDERED BABY LAW

3.37.1 Notice to Employees Regarding the

Safely Surrendered Baby Law. The Contractor shall notify and provide to its employees, and require each Subcontractor to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is set forth in Exhibit 6 of this Contract and is also available on the Internet at www.babysafela.org for printing purposes.

3.37.2 Contractor's Acknowledgment of County's Commitment to the Safely Surrendered Baby Law. The Contractor acknowledges that the County places high priority on the implementation of the Safely Surrendered Baby Law. The Contractor understands that it is the County's policy to encourage all County Contractors to voluntarily post the County's "Safely Surrendered Baby Law" poster in a prominent position at the Contractor's place of business. The Contractor will also encourage its Subcontractors, if any, to post this poster in a prominent position in the Subcontractor's place of business. The County's Department of Children and Family Services will supply the Contractor with the poster to be used.

3.38 NO PAYMENT FOR SERVICES PROVIDED FOLLOWING EXPIRATION/ TERMINATION OF A CONTRACT.

Contractor shall have no claim against County for payment of money or reimbursement of any kind whatsoever for any service provided by Contractor after the expiration or other termination of this Contract. Should Contractor receive any such payment, it shall immediately notify County and shall immediately repay all such funds to County. Payment by County for services rendered after expiration/termination of this Contract shall not constitute a waiver of County's right to recover such payment from Contractor. This provision shall survive the expiration or other termination of this Contract.

IN WITNESS WHEREOF, the County has, by order of its Board of Supervisors, caused this Contract to be subscribed by the Chair of said Board and attested by the Executive Officer thereof, and the Contractor, by its duly authorized representative, has executed the same, as of the day, month, and year first written above.

Parking Concepts, Inc., A California Corporation

By Robert Nindler

COUNTY OF LOS ANGELES

By _____
Chair, Board of Supervisors

ATTEST:

Violet Varona-Lukens
Executive Officer-Clerk of
the Board of Supervisors

By _____
Deputy

APPROVED AS TO FORM:

RAYMOND G. FORTNER, JR.
County Counsel

By Raymond G. Fortner, Jr.
Deputy

REQUEST FOR PROPOSALS—PARKING LOT MANAGEMENT SERVICES
OFFER TO PERFORM and PRICE PROPOSAL

Proposer:

Name PARKING CONCEPTS, INC.
Address 1801 S. Georgia Street
Los Angeles, CA 90015
Phone (213) 746-5764 Fax (213) 746-3654

To: Director, Department of Beaches and Harbors

Proposer, responding to the Request for Proposals (RFP) issued by the Los Angeles County Department of Beaches and Harbors, offers to provide parking lot management services at the specified County facilities on the terms and conditions for the performance of this work that are set forth in the RFP. Such services shall be performed during a three-year term that at the option of the Director may be extended for two additional, consecutive, optional Contract Years. The two one-year options shall be exercised separately in succession.

The compensation for Proposer's services shall be in accordance with the hourly rates set forth for such work on page 2, subject to the limitations provided in the Contract. Contractor guarantees it will produce not less than \$5,145 gross revenue as defined in the RFP annually.

The proposal is subject to the following additional conditions:

(Conditions that reject, limit or modify required terms and conditions of the Contract may cause rejection.)
This offer shall be irrevocable for a period of 120 days after the final date for submission.

Proposer is a(n): ☐ individual ☒ corporation ☐ partnership or joint venture
☐ limited liability company ☐ other:
State of organization: California Principal place of business: 1801 S. Georgia St.
Los Angeles, CA 90015

Out of state vendor's authorized agent for service of process in California:

Name N/A Address _____ Phone _____

The Proposer represents that the person executing this offer and the following persons are individually authorized to commit the Proposer in any matter pertaining to the proposed Contract:

Name	Title	Phone	Name	Title	Phone
ROBERT HINDLE	Vice President	(213) 746-5764			

Dated: August 23, 2005

Proposer's signature: Robert Hindle

ROBERT HINDLE	Vice President	(213) 746-5764
Name	Title	Phone

STAFFING PLAN AND PRICE PROPOSAL

Fill in all of the unshaded boxes. This chart will be used for a variety of purposes as follows:

- The first three columns (relating to "Standard Staffing Hours") represent the level of parking services required by the Contract for the attendant, supervisor and Contractor Representative categories and represent totals generated from Exhibit 4 (Standard Staffing Level). The "Other Personnel" category will be used by the County to assist in evaluation of the adequacy of the Proposer's Work Plan (Form P-2).
- The next column ("Hourly Wage") should reflect actual hourly wages paid, which the County will use to judge whether the Proposer complies with the County Living Wage Program (Exhibit 10).
- The second-to-last column ("Proposed Price Per Hour For Contract Work") will be used for increases/decreases in the Monthly Compensation for Standard Staffing Level (Exhibit 1).
- The last column ("Annual County Cost") will be used for Proposal Price evaluation purposes. The total should equal the Proposer's expected compensation for providing the services as required by Exhibit 4, Standard Staffing Level. In addition, it must equal the "Standard Staffing Hours—Annual" (third column) for attendant and supervisor multiplied by the "Proposed Price Per Hour For Contract Work" (second-to-last column) for those two categories of employees.

	STANDARD STAFFING HOURS SUMMER MONTHS	STANDARD STAFFING HOURS WINTER MONTHS	STANDARD STAFFING HOURS ANNUAL	HOURLY WAGE	CONTRACTOR'S ANNUAL COST	PROPOSED PRICE PER HOUR	ANNUAL COUNTY COST
ATTENDANT	26,482	26,846	53,328				
ATTENDANT (PART-TIME)	6,620	6,712	13,332				
TOTAL ATTENDANT HOURS	33,102	33,558	66,660				
SUPERVISOR	8,266	9,710	17,976	8.94	\$595,940	16.32	1,087,891
SUPERVISOR (PART-TIME)	2,066	2,428	4,494				
TOTAL SUPERVISOR HOURS	10,332	12,138	22,470	11.75	\$264,023	18.20	408,954
CONTRACTOR REPRESENTATIVE	1,386	2,618	4,004	\$19.38	\$	\$77,598	
OTHER PERSONNEL	1,344	2,240	3,584	\$10.50	\$	\$37,632	
1 Money Counter(s)	480	1,600	2,080	\$10.50	\$	\$21,840	
2 Film Coordinator	480	1,600	2,080	\$9.50	\$	\$19,760	
3 Clerical/Phones					\$	\$42,640	
HEALTH PLAN					\$	\$93,915	
OTHER BENEFITS, IF ANY					\$	\$42,000	
SUPPLIES					\$	\$292,347	
OTHER EXPENSES & OVERHEAD					\$	\$9,150	
PROFIT					\$		\$1,496,845
TOTAL (ANNUAL COST TO COUNTY)							

Notes:

- Includes: Holiday, vacation, sick leave, employee awards/bonuses.
- Includes: Maintenance, supplies, gasoline, tax supplies, tickets, signs, uniforms, office supplies, bottled water, and miscellaneous supplies.
- Includes: Licenses/bonds, RAM kit and equipment, RAM automobile, alarm system, liability insurance, DCA, postage, CPA audits, utilities, telephone, rent, criminal background and DMV checks.
- Includes: The majority of our profit will come from our "Incentive Payments" which we project to be approximately \$68,000 in addition to the profit referenced above.

FORM P-2 - WORK PLAN

1. JUSTIFICATION OF PART-TIME WORKERS. If your staffing plan (Form P-1) includes any part-time employees, attach a detailed justification why it was necessary to do so. Unjustified failure to use full-time workers may result in disqualification.

Parking Concepts proposal is based on utilizing full-time employees when and wherever possible. Part-time employees will only be utilized to "fill-out" the odd hours associated with a ten- or eleven-hour staffing requirement if this cannot be accomplished with a full-time employee.

During peak summer months, the vast majority of the additional employees required will be scheduled for full-time work. Again, part-time workers will only be used when full-time staff cannot be configured into the schedule.

It should be noted that Parking Concepts operating philosophy, is to the extent possible, to utilize full-time employees at all facilities. We do not utilize part-time employees to circumvent the granting of health benefits, etc. We utilize part-time employees only when necessary to "fill out" a schedule made up primarily of full-time workers. Also, at Parking Concepts, part-time workers are often paid premium wages, not reduced wages. It should also be mentioned that under our Collective Bargaining Agreement (CBA) covering all of our hourly employees, part-time employees are paid the same hourly rate as full-time employees.

Our Staffing Plan and Price Proposal (Form P-1) is based on a ratio of 80% full-time to 20% part-time employees.

Also, any employee that works in excess of 8 hours per day or 40 hours per week, shall be paid at the rate of 1.5 times their hourly rate for any and all such hours. Additionally, all employees are paid via corporate payroll check with appropriate tax withholdings, etc.. Even though somewhat common in our industry, PCI employees are never paid in cash (payroll checks only).

2. SUPERVISION. Show the job titles, names and experience of key employees responsible for planning, supervising and inspecting the Contract work. (Attach resumes if available.)

Position	Name	Experience
Contractor's Representative: General Manager	FRANK VARGAS	<p>Frank is presently the Contract Representative (General Manager) for Parking Concepts' DBH contract. Over the past two years, Frank has contributed greatly to our efforts to improve customer service, implement specific operating guidelines and tighten revenue control procedures. Frank has demonstrated a natural leadership ability and accordingly, he has developed a quality staff that is eager to learn and willing to follow Frank's direction.</p> <p>Prior to assuming the head management position for the DBH contract, Frank operated the extremely busy <i>One Colorado</i> in "Old Town" Pasadena (two years) and prior to that, for three years he was the Assistant Manager overseeing the extremely busy <i>City Walk</i> parking operation at Universal City. Frank also has a background in banking and bank-related customer service.</p> <p>Frank's education includes two (2) years of full-time enrollment at <i>Glendale College</i> where he studied Business Administration and Criminal Justice. He has also completed several training/education programs presented by the <i>National Parking Association</i>, the <i>California Public Parking Association</i> and the <i>Los Angeles Parking Association</i>.</p> <p>Frank is the perfect fit for the DBH parking services contract and he looks forward to continuing his parking career with Parking Concepts as the Contract Representative for the <i>County of Los Angeles Department of Beaches and Harbors Beach and Marina del Rey</i> parking management services contract.</p>
*Assistant General Manager	LILIAN ALVIZURES	<p>For the past three (3) years, Lilian has done an excellent job as Assistant General Manager for the DBH contract. Lilian has implemented improved recordkeeping and tracking procedures for the film crew and film company parking arrangements which have always been difficult and challenging. Lilian has also instilled a calm and professional atmosphere in the parking office and the results have been a very businesslike, well-organized administrative office.</p> <p>Prior to joining Parking Concepts in June 2002, Lilian spent three (3) years with <i>APCOA/Standard</i> as an Assistant Parking Manager for a very large (1,000,000 sq.ft.) commercial office building near <i>Los Angeles International Airport</i>.</p> <p>Lilian's responsibilities included scheduling of staff, auditing, revenue processing, overseeing the preparation of all reporting and generally assuming the responsibilities of the General Manager during his absence.</p> <p>Lilian gave appropriate notice and left <i>APCOA/Standard</i> to pursue career advancement opportunities with the rapidly growing Parking Concepts. With her career progress, Lilian is very happy and is hoping to continue in her present position for several years to come.</p>
*Supervisors	ABEL RIVAS, ORLANDO ESCOBAR LETICIA DUBON ABDUL MAHMOOD SWAPAN NATH	<p>We are fortunate to have a team of experienced field supervisors that would objectively have to be rated as very good to excellent. Our team has supervisory parking experience ranging from one year to ten years. All are full-time and work exclusively under the DBH contract. Although we are always looking to "upgrade" our crew and some new</p>

	JESSIE MARTINEZ NELSON LOZANO SYED HOSSAIN DAVID LARA	additions to our line supervisors are anticipated, we believe that the expertise and experience possessed by our team relevant to the unique operating dynamics of this most challenging contract, cannot be matched by any competitor.
Supervisor/ Collections	SURAFEL MELEKOT	<p>Responsible for revenue collections from all automated and pay-and-display units. Identify and notify DBH regarding any malfunction or necessary equipment repair. Assist ISD when and as requested.</p> <p>Surafel has demonstrated the ability to provide consistent and dependable revenue collection and minor maintenance of the various automated units. Surafel enjoys his job and looks forward to continuing as Collections Supervisor. Surafel has worked for PCI under the DBH contract commencing our first day of operation on October 16, 2001.</p>
OTHERS: Manager, Dockweiler RV Park	ERICA GONZALES	<p>Erica has been the Supervisor in charge of the Dockweiler RV Park for the past two (2) years. Prior to that time, she was a full-time cashier at the Dockweiler beach parking lot where she worked in conjunction with the Dockweiler RV Park staff.</p> <p>Erica has continued to improve her management capabilities and has clearly demonstrated that she wants to continue in her position as Supervisor for the Dockweiler RV Park.</p> <p><i>If Parking Concepts is selected to continue as Contractor for the Dockweiler RV Park, we intend to enroll Erica and the General Manager in the California Travel Parks Association so that they can participate in their specialized training programs and take advantage of their recognized expertise and leadership in the RV Park industry.</i></p>
Others: Contract Liaison	ROBERT HINDLE	<p>In 1964, Bob's parking career began as a parking attendant at Los Angeles International Airport while attending high school. After completing high school, Bob attended Santa Monica College studying police science and business administration. Bob's education has been ongoing ever since having completed dozens of specialized courses and seminars directly related to parking and contract administration.</p> <p>Bob joined the Parking Concepts team in 1990, after spending seven years with <i>AMPCO Parking</i> in project development. While at <i>AMPCO</i>, his primary focus was procurement, development and retention of major municipal parking accounts.</p> <p>Prior to joining <i>AMPCO</i>, Bob enjoyed a successful 19-year tenure with <i>APCOA</i>. At the time, the country's largest operator of airport parking facilities. During his many years with <i>APCOA</i>, (last six years as Vice President), Bob was at one time or another, responsible for many of the major airport parking concessions in the western United States.</p> <p>Bob, along with specializing in operations and management of large multi-faceted municipal contracts, has been personally responsible for the leasing, managing, and administering of every type of major parking facility, including high-rise office buildings, hotels, hospitals, universities, marinas, restaurants, upscale valet parking operations, sports stadiums, and special event parking. Specifically, Bob secured the County of Los Angeles, Department of Beaches and Harbors contracts for <i>AMPCO</i> and subsequently five years later, successfully pursued the Department of Beaches and Harbors parking contract for Parking Concepts.</p> <p>Bob, as a member of the senior management team, endorses the "team management" approach. He believes strongly that client satisfaction is dependent upon providing quality customer service and optimum revenue generation. As of</p>

		now, Bob will continue to be actively involved in the Department of Beach and Harbors accounts and can be counted on to participate in all programs relating to policy, procedures or contract compliance. Bob will attend all meetings as requested. Bob would expect to spend approximately 10% of his time on the Department of Beaches and Harbors contract.
Internal Auditor	JOHN WAGNER	<p>John joined Parking Concepts in 1990. He was recruited from APCOA where he had worked from 1972-1990. As an Operations Manager at APCOA, John had P&L responsibilities for numerous large parking facilities throughout California. Included in his area were many airports including Sacramento Metropolitan, Oakland International, Fresno and Palm Springs.</p> <p>John's extensive background in handling large, sophisticated "public" parking contracts was the ideal background for assuming the position of Internal Auditor at Parking Concepts. John is a Certified Parking Facility Manager (CPFM) possessing extra ordinary auditing expertise developed over 30 years of hands-on operating experience.</p> <p>John will continue to contribute greatly to assuring the integrity of cash receipts at each Department of Beaches and Harbors parking location.</p>

3. ADDITIONAL EMPLOYEES. Show the job titles and number or employees other than attendants and employees identified in "Supervision", above, who will be responsible for carrying out Contract requirements (for example, money counting, preparing reports, etc.).

TITLE	NUMBER	RESPONSIBILITIES
Money Counters	2 FT	Count revenue by lot and combine into master deposit on a timely basis for pick up by armored transport seven days per week.
Film Crew Parking Coordinator and Clerical	1 FT	Coordinate film crew parking and track payments, certificates of insurance and verify that film crew parking has not exceeded agreed upon conditions. Also, issue and record ticket inventory and track petty cash/operating funds.
Office/Clerical/ Reception	1 FT	Assist with report preparation, staffing, answer telephones, and generally assist as needed-where needed.
<i>Note: For June through September, add one additional full-time employee to office.</i>		

[illegible]

4. CASH CONTROLS. Describe or attach your plan for cash controls and monitoring compliance with those controls:

Accounting and Cash Control Procedures

With the exception of Fisherman's Village, each location, when staffed, will operate utilizing the KIS ticket dispensing system. The location name will be clearly displayed on each ticket in addition to an approved contract liability limitation statement. The tickets will have Parking Concepts Marina del Rey office telephone number prominently displayed with a short message encouraging the public to call should they have any comments regarding charges, service, etc..

Our ticket inventory is controlled and verified by two (2) independent but cross verifiable procedures. When the KIS machine issues a ticket, a sequence number is printed on the ticket. Additionally, the ticket "roll stock" also has a permanent sequential number printed on each ticket. Both sequence start and stop numbers are recorded for each lane and for each rate, every day.

All ticket information will be secured in our headquarters ticket storage facility and will only be issued to supervisory personnel. When issued, the date, beginning and ending numbers will be recorded in our permanent ticket log register. The ticket log register and the unused ticket inventory will be supported by original invoices from our commercial printer (Digital Printing) which will reference each ticket order and the numerical series, by location.

Each ticket order will commence with tickets numbered 000,001 and will ascend without repetition throughout the term of our contract. The only exception to this procedure would be in the unlikely event that we should surpass 1,000,000 tickets issued. Should such an event occur, we would then select an alternate color and start over with number 000,001.

Cashiering Procedures

Commencing each business day (whenever a lot is staffed) the following procedures will be performed at each location.

- A. Prior to actual operation, each parking lot will be inventoried by a supervisor by taking a physical car count and recording the license plates of all vehicles on the lot. The car count and license plate inventory is recorded on the shift report. Concurrent with the lot inventory, the attendant and the supervisor will visually verify that the perimeter is secure and that exit directional spikes (if any) are operating properly.
- B. The "cars on lot" number, when subtracted from the "total lot capacity", should equal "spaces available". These numbers are to be recorded on the shift report.
- C. The "operating ticket number" (for each lane) is to be recorded on the shift report by the supervisor and this number must be the same as the previous business day's "closing ticket number". Any variation in the numerical sequence of the tickets must

immediately be recorded in the incident log and then investigated by the most senior manager or auditor available.

- D. Activity meter readings shall be recorded on the shift report for each lane.
- E. Each cashier will operate with a \$100 change fund and to the extent possible, will be required to place all excess cash, in units of \$100 or more, into a "drop envelop" that is then dropped into the lock box canister. Canister, tickets and change funds will be issued each day to the attendant when he or she reports to the parking control office or their pre-assigned location. Each cashier will have his or her own change fund.
- F. A one-part ticket will be used. For normal prepaid transactions, the ticket will be issued to the customer. The ticket will be visibly placed "number up" on the inside of the vehicle on or about the dashboard area.
For "exceptional transactions" such as Fee Waivers, etc., the appropriate information will be neatly recorded on the Fee Waiver Log.
- G. Every vehicle entering the facility, while the attendant is on duty, will be issued a ticket. The only exception would be for a bona fide emergency involving police, paramedics, lifeguards, etc.
- H. The attendant will remain on duty and issue tickets until a supervisor closes out his/her shift. A supervisor will review and verify the closing ticket numbers, activity meter readings and review the accuracy and completeness of the attendant's shift report.

Every cashier/attendant that handles money at any facility will be required to complete a shift report illustrating and itemizing his/her revenue activity. At larger locations, where more than one attendant is handling money at the same time or if more than one shift is required to cover the days business, there will be shift reports for each individual and these shift reports will be combined by management personnel to form the "daily master report". A daily master report will be completed for every location, everyday. Even if there is no revenue to report for a lot on any particular day, a master report will be prepared stating "not staffed/no revenue".

Attached to the "daily master report" will be all shift reports totaling and equaling the summarized activity as referenced on the "daily master report".

The "daily master report" will, at a minimum reflect, on a summarized basis, the following"

- A. Beginning and ending ticket numbers.
- B. Beginning and ending meter readings.
- C. Total tickets issued.
- D. Total tickets collected (if appropriate).
- E. Total unaccounted for tickets (if any)
- F. Explanation for "unaccounted for" tickets.
- G. Total cash tickets collected with extensions.
- H. All "fee waiver" tickets broken down and summarized by category.
- I. Cash over/short (if any).
- J. Number of vehicles on lot at beginning of shift.

- K. Number of vehicles on lot at end of shift.
- L. Any unusual activity or incident will be noted on report.

In addition, the report will reflect the name of the location, date, name of person preparing the report, and name(s) of attendants on-site.

On a daily basis, this information is reviewed, checked and verified and then the information is keypunched into our database to produce our Daily Sales Journal and our Monthly Landowner Statement.

This information is also used to produce various reports for operating analysis. We have developed systems that enable us to quickly spot a potential problem area. We pay very close attention to the various "numbers" being generated at each location we operate.

Trends and consistencies are established and monitored. As attendants are rotated among the different locations the "actuals", be it gross revenue per stall, tickets issued/collected, cash over/short, etc., are compared with an eye towards unusual increases or decreases. Even though weather plays such an important part in beach parking revenue, trends can be established for monitoring purposes. When variations are observed, management, the audit department and accounting personnel will investigate and pursue the matter to a satisfactory conclusion.

Revenue Processing

Supervisory personnel will, on an ongoing and continual basis, circulate throughout the various parking facilities with the responsibility of picking up the cash canisters and/or excess revenue for security purposes. During peak summer periods and holidays, we would anticipate a minimum of two pick-ups per day and possibly 3 or 4 on certain holidays. Subsequent to each round of revenue pick-ups, the revenue will be transported to our cash counting facility. The cash canisters and revenue pick-ups will not be allowed to accumulate in the supervisory or security person's vehicle(s). On particularly busy days, the canisters and excess revenue will be brought in a few at a time to minimize exposure.

To maximize control and minimize the risk of loss, we will be utilizing a combination of security and deposit techniques. The parking office will receive the cash canisters and they will be opened and counted by a minimum of two people. The receipt activity will be recorded and reconciled by cash room personnel. The revenue, after counting will be placed with the deposit receipt back into the safe. When cash activity is extremely heavy multiple deposits will be made. All revenue is always transported from our cash counting facility to the bank via Armored Transport, Inc. A "third party person" will verify that the accumulated deposit slips are attached to each shift master report and that they equal the total cash activity as referenced and illustrated on the attendants shift report(s).

For the money counting room, we have purchased and installed, a permanently mounted, continually operating video camera system. During our previous five-year tenure (April 1991 to April 1996) as operators of this contract, we processed over \$19,000,000 in cash without a single incident of cash room shortage or embezzlement. We have now

completed more than three and one half years of our current four (4) year contract without a single incident of significant theft.

Our system for cash handling separates the person collecting the revenue (cashier) from the person transporting the revenue (supervisor) from the person(s) counting the money (cash room personnel), from the person completing the shift report (office/clerical), from the person transporting the revenue to the bank (Armored Transport, Inc.). The cash room personnel perform a "blind count". They do not know what the deposit "should be". Significant collusion would be required to circumvent our cash handling procedures. Parking Concepts has maintained an exemplary record in regards to our cash handling at all public sector parking properties.

Note: During Parking Concepts' five-year contract from April 1991 to April 1996 and our current contract of October 16, 2001 to the present, with the County of Los Angeles Department of Beaches and Harbors, our "outside independent CPA firm" provided quarterly certification of revenue collection procedures, in addition to all other areas of contract compliance. Parking Concepts is very proud of the fact that for each and every one of the independent quarterly audits, not a single "significant finding" or "conditional opinion" was presented by the accounting firms of KPMG Peat Marwick and/or Wright Ford and Young.

5. VEHICLES, SUPPLIES AND MATERIALS. List the vehicles, supplies and materials that you will use to perform the Contract work:

Vehicles:

*1	1990 Ford Escort
*1	1998 Toyota Corolla
*1	1998 Toyota Corolla
1	2000 Mercury Sable
1	2002 Ford Ranger

Note: This represents our current fleet of vehicles servicing the DBH contract. If we are awarded a new operating agreement, the *vehicles will be upgraded to new vehicles of a comparable model.

Office:

4	Complete on-line computer systems with appropriate software and both laser and dot matrix printers.
4	Desks
	Money counting tables
	Various chairs
	Large double-door safe
	Drop safe
1	Commercial grade photocopier
	Storage cabinets/File cabinets
	Direct line, silent alarm system
	Telephones (5 lines)
	Facsimile machines
	Commercial electronic coin-counting machine
	Electronic bill counter (2 units)

Vide surveillance system (entire interior and exterior of office and money counting room)

Inventory of First Aid supplies

Inventory of approximately 30 two-way radios

Inventory of approximately 12 cellular telephones

Maintenance: 2

Complete sets of tools

Various brooms, shovels, dust pans, etc.

Bolt cutters

2

Ladders

Miscellaneous paint rollers, brushes and supplies

Inventory of spray paint and graffiti removal materials

Inventory of rags and cleaning solvents

Inventory of "grease sweep" and other absorbent materials

Inventory of locks

Inventory of flashlights

Compressor

6. OPERATIONAL PLAN. Describe or attach your plan for scheduling workers, transporting them to the job sites, keeping them supplied and supervising them to the job sites, keeping them supplied and supervising them:

Staffing schedules will be posted each week for the upcoming week. All schedules are tentative and subject to last minute expansion or reduction due to changing weather conditions, etc.

As previously mentioned, we intend to utilize full-time employees whenever and wherever possible. This would apply to both summer and winter periods.

To supplement our core group of regular full-time employees, an "on-call" list is maintained and continually updated referencing individuals wishing to be assigned any additional hours that may become available. This "on-call" list will include current Parking Concepts personnel presently working at other PCI accounts and geographically located individuals that would like the opportunity to work whenever (on-call) hours become available.

Typically, we prefer to hire individuals that can provide their own transportation. In fact, this is part of our pre-employment screening process. There are however, "exceptions to the rule" and therefore, we shall maintain one shuttle vehicle on-site for the purpose of transporting employees to their assigned location on an as-needed-when-needed basis.

Supervisors maintain an inventory of operating supplies with them in their vehicles while on duty. This includes all of the various reports and forms, pens, flashlights, clipboards, first aid kit, rubber bands, cleaning supplies, etc. Each supervisor will be issued a "kit" that will contain all necessary supplies.

Parking tickets for each lot (and lane) will be issued each morning/afternoon with the change bank. Each cashier will be issued a \$100 change bank consisting of \$1.00s and

\$5.00s bills. Each supervisor will have access to additional funds (\$1.00s and \$5.00s) to supplement the cashier banks, as necessary.

Supervision shall be provided for every lot, every day. Supervisors shall be primarily based in the field, not the Marina del Rey office. Supervisors shall continually monitor each lot on both a scheduled and unscheduled basis. Additionally, the General Manager (Contract Representative) will also be "checking the checkers" to assure that proper supervision is being administered.

7. METHODS. Describe or attach a description of the methods your employees will use to provide Contract services.

The following job descriptions generally outlines the duties and responsibilities of the primary service providers under this contract. We have also included a copy of our Employee Handbook (proprietary) and other materials that will provide insight and clarification as to how we intend to administer this important contract.

JOB DESCRIPTION

General Manager (Contract Representative)

The General Manager reports directly to the Vice President and is responsible for the overall monitoring and performance of the various parking facilities. It is the General Manager's responsibility to monitor and assist the Supervisor(s) in all areas of the parking operation, personnel, marketing, oversight of sub-contractors and customer relations. In addition, the General Manager will:

- ☛ Provide overall direction and management of all supervisory personnel engaged in the parking operation.
- ☛ Maintain open lines of communication and coordinate with the Department of Beaches and Harbors staff, or their representative, in regards to special events, traffic control, marketing, revenue tracking, customer complaints, space utilization, proper rate structure, etc.
- ☛ Attend all community and/or staff meetings as requested by the Department of Beaches and Harbors.
- ☛ Assure optimum utilization of personnel and establish scheduling patterns to maximize staff efficiency and patron service.
- ☛ Prepare an annual line item operating budget for each facility and track the results on a monthly basis.
- ☛ Assist the Supervisor(s) in the instruction and training of parking employees in their job duties, rules and regulations. Insure that all instructions to employees are clearly understood and properly carried out.
- ☛ Be responsible for analyzing parking operational trends and activities in order to continually develop procedures to improve service, enhance revenues and or reduce operating expenses.
- ☛ Consistently monitor all facilities for liability exposure.
- ☛ Perform spot audits and review operating records pertaining to cash receipts and monthly activity.
- ☛ Oversee film crew parking procedures to insure proper fees have been paid and certificates of insurance are delivered in advance of crew cars arriving on-site.

- ☞ Handle grievance proceedings in conjunction with the Vice President for all *Teamsters Local 911* grievances.
- ☞ Personally deliver the Monthly Statement of Operations to the Department of Beaches and Harbors and if requested, be prepared to discuss in detail.
- ☞ Administer Employee of the Month Program and coordinate awards.
- ☞ Be reachable 24-hours per day, seven days per week.

JOB DESCRIPTION

Supervisor

The Supervisor(s) reports directly to the General Manager and is responsible for service and controls established at their assigned location. The Supervisor(s) will:

- ☞ Provide oversight and direction of all cashiers and/or attendants assigned to their facilities.
- ☞ Verify, audit and maintain records of all revenue activity for each facility.
- ☞ Insure that "cash drop" envelopes are being properly completed and utilized.
- ☞ Perform surprise cash counts on a regular unannounced basis.
- ☞ Communicate on an on-going and continual basis with the General Manager and Department of Beaches and Harbors staff.
- ☞ Perform a daily walk-through of each facility to assure compliance with safety standards, perimeter security, cleanliness and operational procedures.
- ☞ Continually monitor "Free Entry Logs" for proper completion.
- ☞ Administer "zero tolerance" anti-graffiti program.
- ☞ Assist LAPD, County Sheriffs, Lifeguards and other public agencies with traffic control and security issues as requested.
- ☞ Communicate with the general public regarding customer service, special conditions, beach closures, etc.
- ☞ Respond to customer complaints in a professional manner.
- ☞ Keep the General Manager apprised of any problems or needed improvements within each facility.
- ☞ Identify exemplary employees for advanced training and/or promotion.
- ☞ Insure compliance with uniform, employee I.D., and employee training requirements.
- ☞ Review staffing schedules on an on-going basis.
- ☞ Identify Employee of the Month candidates.
- ☞ Be reachable 24-hours per day, 7 days per week.

JOB DESCRIPTION

Cashier/Attendant

The cashier/attendant is responsible for assisting customers at all times, maintaining the cashiering station and or the immediate area in a clean and orderly manner and performing minor cleaning of the parking facility as directed by the Supervisor.

The cashier/attendant shall:

- ☞ Maintain a clean, uniformed appearance while on duty.
- ☞ Carefully maintain the "Free Entry Log".
- ☞ Speak fluent English and be courteous at all times.
- ☞ Assure the timely preparation and execution of all reports, logs, cash drop envelopes and any other required reporting as directed by the Supervisor.
- ☞ Politely advise parkers about the "No dogs on beach" restriction if the parker enters the lot with a dog in their vehicle.
- ☞ Advise parkers of beach closures when and where applicable.
- ☞ Keep management informed of any equipment malfunction, hazardous condition, and customer concerns.
- ☞ Prohibit anyone from loitering around the cashier's booth or revenue collection area. (Including off-duty employees).
- ☞ Provide staff with reports and information as requested.
- ☞ Be alert and security conscience at all times and assist law enforcement and lifeguards as directed.
- ☞ Maintain a high degree of accuracy and attentiveness when handling cash and making change.
- ☞ Patrol and inspect the parking facility daily as directed by the Supervisor.
- ☞ Mark tires of violators, give written warnings and enforce regulations and procedures established by management.
- ☞ Pick up trash and/or debris whenever or wherever it is observed.
- ☞ Cheerfully direct and assist visitors by providing information and directions to their destination.
- ☞ Ensure that all parkers park a single stall in designated areas.

8. EMERGENCIES AND OVERTIME. How will you communicate with employees and schedule to cover urgent requests for unscheduled work or unforeseen changes in weather? What will your normal response time for emergency calls be?

The General Manager (Contract Representative) and Assistant General Manager will carry cellular telephones that also are equipped with high-powered two-way radios.

Supervisors will be issued cellular telephones, or two-way radios, depending on their work assignment. (In some areas, the cellular telephones do not work.)

All employees will be required to present first, second and third telephone numbers to be called if they need to be reached on short notice.

Many "on-call" employees will be issued pagers so that they may be reached 24 hours per day, seven days per week.

Additionally, Parking Concepts presently operates three (3) locations in Hermosa Beach, several major locations in West Los Angeles, numerous facilities in Santa Monica plus all beach lots, the Pier lot and seven (7) parking structures for the City of Santa Monica. Collectively, these locations employ in excess of 120 employees, most of whom would be qualified and experienced sufficiently to work at any of the beach or Marina del Rey parking lots, even on short notice.

In regards to "overtime", our expense projection has an allowance for this cost item which the operator is most certainly to incur from time to time.

Regarding "emergency calls", in most cases our response time will be either instant or no more than a few minutes. *If necessary, Parking Concepts most senior management can be contacted within minutes, 24 hours per day.*

9. ADDITIONAL INFORMATION (Attach pages if necessary):

DRAFT

PROPRIETARY

**PROCEDURES FOR
COMPUTING AND CHARGING
FOR FILM COMPANY USE OF**

**DEPARTMENT OF BEACHES
AND HARBORS**

**BEACH AND MARINA DEL REY
PARKING FACILITIES**

Property of Parking Concepts, Inc.

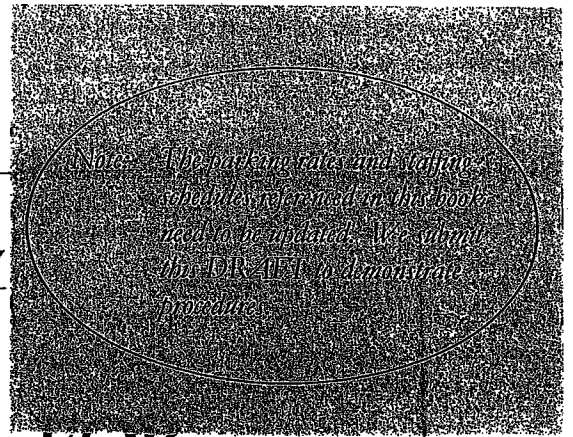


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INTRODUCTION

On most days, some type of filming or film crew parking activity takes place on one or more of our beach parking lots. Under our contract with the County of Los Angeles, Department of Beaches and Harbors, we must accommodate the film companies and in fact, they generate a considerable amount of revenue for both Parking Concepts and the County. In general, they are good customers and should be treated in a professional, business-like manner. Treat them like you would like to be treated.

The purpose of this booklet is to assist office staff and supervisors with how to properly compute parking (and sometimes labor) charges for the various parking facilities. Please follow these procedures. Understand that the contents herein are to be considered as "policy" for Parking Concepts. The referenced rates for both parking and labor are minimums and they are not negotiable. Any deviation from this policy must be approved in writing, in advance, by the Facility Manager. Supervisors may not reduce these charges or rates.

If you are not clear on any item or issue, please ask the Facility Manager for clarification.

RATES TO BE CHARGED

PARKING (Monday-Friday)		(Saturday Before Memorial Day to September 17)
Spaces	Winter	Summer
1-10	\$50 or pay maximum rate upon entry	\$50 or pay maximum rate upon entry
11-20	\$110	\$130
21-50	\$275	\$325
51-100	\$550	\$650
101-150	\$825	\$990
151-200	\$1,100	\$1,320
201-250	\$1,375	\$1,650
251-300	\$1,650	\$1,980
301-350	\$1,925	\$2,310

Note: Schedule above includes parking tax where applicable.

ALL FILM CREW PARKING RATES FOR SATURDAY, SUNDAY OR HOLIDAY MUST BE QUOTED AND APPROVED BY THE FACILITY MANAGER. NO EXCEPTIONS!

When a film crew or crew cars are on-site any parking lot, a PCI attendant must be present. If the lot is not normally scheduled for staffing as referenced in Section VIII Attendant/Supervisor Staffing Schedule, you must charge the attendant hourly rate for each hour that film crew or crew cars are on the lot.

SUPERVISOR BILLING RATE IS \$30 PER HOUR (2-HOUR MINIMUM)

If a film crew or crew cars need to access any lot prior to the normal "Hours Open to Public" as referenced in section VII, you must charge for a supervisor to "open the gate" or "drop the chain" to allow entry. There is a minimum charge for two (2) hours (\$30 x 2) for this service. This also applies to closing the lot if the lot is to be open beyond the normal closing time.

HOW TO COUNT OR COMPUTE NUMBER OF PARKING SPACES AND APPROPRIATE CHARGES

It is important to understand that we charge for all parking spaces, aisles, driveways, corners, etc. that are utilized by a film crew for filming, crew cars, equipment, food service, wardrobe, etc.

We charge for the number of spaces and related area taken, not just the number of cars parked.

The "count" should be based on the following:

Each parking space occupied	=	1 space
Each parking space blocked or "coned off"	=	1 space
Bus/Trucks/Tractor trailers in aisle	=	10 spaces
Food service truck in aisle	=	10 spaces
All large trucks	=	10 spaces (minimum)

MATERIALS/SUPPLIES, TABLES, PROPS, ETC. STACKED OR STORED IN AISLE =
STALL COUNT ESTIMATES BASED ON APPROXIMATE NUMBER OF STANDARD
SIZED VEHICLES THAT COULD BE PARKED IN COMPARABLE SPACE. (THIS
INCLUDES ALL AISLES, CORNERS, ETC. ANY SPACE THAT IS ACTUALLY ON OUR
LOT.)

As a general rule, any space that is not available to the general public for any reason due to the film crew being on-site, should be counted as a "space" plus the additional counts as stated above.

STAFFING

Whenever a film crew is on-site any of our parking facilities, a Parking Concepts employee must be present at all times. If the film crew is there during a period when we are under "mandatory staffing", there will be no special arrangement fees. If film crew personnel will be entering the lot prior to the stated opening time under our "mandatory staffing schedule", there shall be a minimum two-hour charge @ \$30 per hour for a PCI Supervisor to open the lot. Additionally, there shall be a charge of \$23 per hour for an attendant to be on-site for each hour of activity prior to our "mandatory staffing schedule".

The same procedure applies when film activity carries over past our stated closing time under our "mandatory staffing schedule". The attendant must be on duty (@ \$23 per hour) for the additional hours and there shall be a minimum two-hour charge (\$30 per hour) for the Supervisor to close out the lot.

Lot opening and/or closing must be done by PCI employees. Lot staffing must also be done with PCI employees. Neither film company security nor county lifeguards are to perform these functions.

CANCELLATION

Parking Concepts requires 24-hour advance notice on all cancellations. A cancellation log shall be maintained in the PCI office and cancellation confirmation numbers shall be issued to all individuals calling in their cancellations. Companies not giving 24-hour notice shall be charged a \$100 cancellation fee. All cancellations must be communicated directly to PCI and PCI will issue the cancellation log number verifying the 24-hour notice.

Cancellations should be boldly noted on the "event board" in the office.

UNDERESTIMATED SPACE COUNT

Should for any reason, the actual number of spaces taken by the film company exceed the original estimate, PCI shall be compensated for the additional spaces according to the rate schedule plus two (2) additional supervisor hours at \$30 per hour.

METHOD OF PAYMENT

Parking Concepts must have payment in hand prior to film parking. PCI does not bill, but we will issue paid receipts. If PCI must bill, a \$60 statement preparation fee shall be charged.

INSURANCE

Whenever any film activity is to take place on the parking lot or surrounding area, a Certificate of Insurance and Hold Harmless Statement must be presented in advance naming Parking Concepts, Inc., and the County of Los Angeles as additional insureds.

FILMING ON LOT

Whenever actual filming is to take place on the lot or in the entrance/exit area, etc., a "Film Permit" must be presented prior to a price quote being given. Film companies that want to film on our lot, that do not have a Film Permit must be referred to Ms. Gloria Gonzalez, Department of Beaches and Harbors Film Permit Coordinator. Gloria can be reached at (310) 305-9549. If Gloria cannot be reached, contact Ms. Lynn Atkinson at (310) 420-4594.

SAMPLE FEE COMPUTATION

Film company states that they need 175 spaces at Zuma for a beach filming. The film date is Thursday, August 15, from 6:00 a.m. to 9:00 p.m.

The film company should be quoted the following price:

PARKING @ \$1,100 per schedule

SUPERVISION @ \$90 (Supervisor must close out the lot at 9:00 p.m. which is three (3) hours after our mandatory staffing time of 6:30 p.m.)

STAFFING @ \$69 (3 hours x \$23/hour)

TOTAL PRICE QUOTE:	Parking	\$1,100
	Supervision	90
	Staffing	<u>69</u>
	TOTAL	\$1,259

VERIFICATION: PCI supervisors confirm that less than 200 spaces were utilized. No additional charges are due.

SAMPLE FEE COMPUTATION

Film company states they need 190 spaces at Will Rogers #3 for a beach filming. The film date is Monday, August 5, from 1:00 p.m. to 10:00 p.m.

The film company should be quoted the following price:

PARKING @ \$1,320 per schedule

SUPERVISION @ \$60 (Supervisor must close out the lot at 10:00 p.m. which is two (2) hours after our mandatory staffing time of 8:00 p.m.)

STAFFING @ \$46 (one attendant from 8:00 p.m. to 10:00 p.m. = 2 hours x \$23)

TOTAL PRICE QUOTE:	Parking	\$1,320
	Supervision	60
	Staffing	<u>46</u>
	TOTAL	\$1,426

VERIFICATION: PCI supervisor visits the site and computes a space count of 230 spaces which is over the original estimate of 190. Any space count over 200 triggers the next higher price increment which is an additional \$200 for the space count plus an additional \$60 for the supervisor charge due to the understatement of estimated space utilization. The film company should be prepared to pay the supervisor the additional \$260 at that time.

SAMPLE FEE COMPUTATION

Film company states that they need 125 spaces at Dockweiler for a beach filming. The film date is Tuesday, July 30, from 7:00 a.m. to 6:00 p.m.

The film company should be quoted the following price:

PARKING @ \$990 per schedule

SUPERVISION @ \$0 (If \$990 is in PCI's hands prior to film date.)

STAFFING @ \$0 (PCI's mandatory staffing is 6:00 a.m. - 10:00 p.m. at this location, therefore no staffing charges are due.)

TOTAL PRICE QUOTE:	Parking	\$990
	Supervision	0
	Staffing	0
	TOTAL	\$990

VERIFICATION: PCI supervisor visits the site and verifies that less than 125 spaces were utilized.

SAMPLE FEE COMPUTATION

Film company states that they need 20 spaces at Grand Avenue for a beach filming. The film date is Wednesday, July 31, from 5:00 a.m. to 2:00 p.m.

The film company should be quoted the following price:

PARKING @ \$130 per schedule

SUPERVISION @ \$60 (Supervisor must open lot at 5:00 a.m. which is prior to lot opening time of 6:00 a.m.

Supervision is always a two-hour minimum charge.)

STAFFING @ \$69 (PCI's mandatory staffing commences at 8:00 a.m. at the Grand Avenue lot. A PCI attendant must be present, therefore the staffing charge would be 3 hours x \$23/hour = \$69).

TOTAL PRICE QUOTE:	Parking	\$130
	Supervision	60
	Staffing	<u>69</u>
	TOTAL	\$259

VERIFICATION: PCI supervisor visits the site and verifies that less than 20 spaces were utilized. No additional charges are due.

PAYMENT REQUIREMENTS

All payments are to be made in advance.

Generally, we do not prepare invoices or bills. If a film location manager says he needs a bill or an invoice to get a check cut, advise them that there is a \$60-statement-preparation charge.

We will give them a detailed receipt upon payment.

INSURANCE REQUIREMENTS

We must receive, in advance, a Certificate of Insurance naming Parking Concepts, Inc. and the County of Los Angeles as "additional insureds".

You must have a Certificate of Insurance on file for each film crew parking arrangement.

PARKING LOTS OPERATED BY THE LOS ANGELES COUNTY DEPARTMENT OF BEACHES AND HARBORS

BEACH PARKING LOTS

Spaces	Season	Day	Hours Open to Public
County #1 (Nicholas Canyon)			
145 spaces	Winter	Weekdays	6 am - dusk
6 handicapped		Weekends	6 am - dusk
151 Total Spaces	Summer	Weekdays	6 am - dusk
		Weekends	6 am - dusk
County #2 through 14 (Zuma)			
2,000 spaces	Winter	Weekdays	6 am - 10 pm
7 employee/lifeguards		Weekends	6 am - 10 pm
33 handicapped	Summer	Weekdays	6 am - 10 pm
2,040 Total Spaces		Weekends	6 am - 10 pm
County #15 (Point Dume)			
438 spaces	Winter	Weekdays	6 am - dusk
9 handicapped		Weekends	6 am - dusk
447 Total Spaces	Summer	Weekdays	6 am - 8 pm
		Weekends	6 am - 8 pm
County #16 (Surfrider)			
87 spaces	Winter	Weekdays	6 am - 10 pm
3 handicapped		Weekends	6 am - 10 pm
90 Total Spaces	Summer	Weekdays	6 am - 10 pm
		Weekends	6 am - 10 pm
County #17 & 18 (Topanga)			
211 spaces	Winter	Weekdays	6 am - dusk
4 handicapped		Weekends	6 am - dusk
215 Total Spaces	Summer	Weekdays	6 am - dusk
		Weekends	6 am - dusk
County #19 (Will Rogers #5 - Castle Rock)			
51 spaces	Winter	Weekdays	6 am - dusk
1 handicapped		Weekends	6 am - dusk
52 Total Spaces	Summer	Weekdays	6 am - dusk
		Weekends	6 am - dusk

BEACH PARKING LOTS (continued)

Spaces	Season	Day	Hours Open to Public
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County #20 through 23 (Will Rogers #2 & 3 - Temescal Canyon)

1,420 spaces	Winter	Weekdays	6 am - 8 pm
6 employee/lifeguards		Weekends	6 am - 8 pm
12 handicapped	Summer	Weekdays	6 am - 10 pm
1,438 Total Spaces		Weekends	6 am - 10 pm

County #24 (Will Rogers #1 - Chautauqua Blvd.)

130 spaces	Winter	Weekdays	6 am - dusk
4 employee/lifeguards		Weekends	6 am - dusk
2 handicapped	Summer	Weekdays	6 am - dusk
136 Total Spaces		Weekends	6 am - dusk

County #25 (Rose Ave. - Venice)

273 spaces	Winter	Weekdays	6 am - 10 pm
8 handicapped		Weekends	6 am - 10 pm
281 Total Spaces	Summer	Weekdays	6 am - 10 pm
		Weekends	6 am - 10 pm

County #26 (Venice Blvd. - Venice)

317 spaces	Winter	Weekdays	6 am - 10 pm
6 handicapped		Weekends	6 am - 10 pm
323 Total Spaces	Summer	Weekdays	6 am - 10 pm
		Weekends	6 am - 10 pm

County #27 (Washington St. - Venice)

350 spaces	Winter	Weekdays	6 am - 10 pm
5 handicapped		Weekends	6 am - 10 pm
355 Total Spaces	Summer	Weekdays	6 am - 10 pm
		Weekends	6 am - 10 pm

County #28 (62nd St.)

49 spaces	Winter	Weekdays	6 am - Dusk
1 handicapped		Weekends	6 am - Dusk
50 Total Spaces	Summer	Weekdays	6 am - Dusk
		Weekends	6 am - Dusk

BEACH PARKING LOTS (continued)

Spaces	Season	Day	Hours Open to Public
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County #29 through 32 (Dockweiler # 1, 2, 3, & entrance)

1,199 spaces	Winter	Weekdays	6 am - 10 pm
___3 handicapped		Weekends	6 am - 10 pm
1,202 Total Spaces	Summer	Weekdays	6 am - 10 pm
		Weekends	6 am - 10 pm

County #33 (Dockweiler Recreational Vehicle Park)

115 spaces	Winter	Weekdays	6 am - 10 pm
___2 handicapped		Weekends	6 am - 10 pm
117 Total Spaces	Summer	Weekdays	6 am - 10 pm
		Weekends	6 am - 10 pm

County #34 (Hyperion - Dockweiler)

455 spaces	Winter	Weekdays	6 am - Dusk
___6 handicapped		Weekends	6 am - Dusk
461 Total Spaces	Summer -	Weekdays	6 am - Dusk
		Weekends	6 am - Dusk

County #35 (Grand Ave. - Dockweiler)

110 spaces	Winter	Weekdays	Dusk
___3 handicapped		Weekends	Dusk
113 Total Spaces	Summer	Weekdays	6 am - 8 pm
		Weekends	6 am - 8 pm

County #36 (Torrance)

416 spaces	Winter	Weekdays	6 am - Dusk
___2 handicapped		Weekends	6 am - Dusk
418 Total Spaces	Summer	Weekdays	6 am - 8 pm
		Weekends	6 am - 8 pm

County #37 through 39 (White's Point / Royal Palms)

221 spaces	Winter	Weekdays	8 am - Dusk
___6 handicapped		Weekends	8 am - Dusk
227 Total Spaces	Summer	Weekdays	6 am - 8 pm
		Weekends	6 am - 8 pm

MARINA DEL REY PARKING LOTS

Spaces

Hours Open to Public

MDR #1 (Parking Lot #1 – Parcel W – Fisherman's Village)

290 spaces
 140 compact
 12 handicapped
 442 Total Spaces

24 hours*

MDR #2 (Parking Lot #2 – Parcel 49R – Launch Ramp)

456 spaces
 or
 234 cars & trailers
 12 Boat Prep
 13 Wash Area

24 hours*

MDR #3 (North Jetty – Parcel A)

55 spaces
 4 handicapped
 59 Total Spaces

6 am – dusk

MDR #4 (Parking Lot #4 – Parcel 49M)

145 spaces
 7 handicapped
 152 Total Spaces

24 hours*

MDR #5 (Parking Lot #5 – Parcel U)

228 spaces
 5 handicapped
 233 Total Spaces

24 hours*

MDR #7 (Parking Lot #7 – Parcel Q)

115 spaces
 5 handicapped
 120 Total Spaces

24 hours*

MDR #8 (Parking Lot #8 – Parcel OT)

177 spaces
 6 handicapped
 183 Total Spaces

24 hours*

MARINA DEL REY PARKING LOTS (continued)

Spaces

Hours Open to Public

MDR #8 (Parking Lot #8 – Parcel OT)

177 spaces
 ___6 handicapped
 184 Total Spaces

24 hours*

MDR #9 (Parking Lot #9 – Parcel N)

180 spaces
 ___6 handicapped
 186 Total Spaces

24 hours*

MDR #10 (Parking Lot #10 – Parcel I)

206 spaces
 ___3 handicapped
 209 Total Spaces

24 hours*

MDR #11 (Parking Lot # 11 – Parcel GR)

258 spaces
 ___8 handicapped
 266 Total Spaces

24 hours*

MDR #12 (Parking Lot #12 – Parcel FF)

199 spaces
 ___7 handicapped
 206 Total Spaces

24 hours*

MDR #13 (Parking Lot #13 – Parcel 3S)

135 spaces
 ___5 handicapped
 140 Total Spaces

24 hours*

Chace Park Metered Parking

60 spaces

24 hours*

*The Contractor shall assist the Department in enforcing the County Harbor and Maritime Ordinance (County Code Chapter 19.12) by notifying the County of any violation in the Marina del Rey Parking Lots of Los Angeles County Code section 19.12.1330 (vehicle or trailer parked over 48 hours in public parking areas must register with harbor master; vehicles used for human habitation prohibited from parking between 2:00 a.m. and 6:00 a.m. in public parking areas unless registered with harbor master).

SUMMER SCHEDULE

(Summer begins on Saturday before Memorial Day and ends on September 17.)

Location	Hours Lot Is Staffed	Device	Staffing Hours	Number of Attendants	Hours/Day	Days/Week	Total Hours
BEACH PARKING LOTS							
Nicholas Canyon	9 a.m. - 5 p.m.	SB	9 a.m. - 5 p.m. weekends	1	8	2	16
Zuma Beach	6 a.m. - 6:30 p.m.	GA	6 a.m. - 10 a.m. weekdays	1	4	5	20
			10 a.m. - 6:30 p.m. weekdays	2	17	5	85
			6 a.m. - 10 a.m. Sat.	1	4	1	4
			10 a.m. - 6:30 p.m. Sat.	3	25.5	1	25.5
			6 a.m. - 10 a.m. Sun.	1	4	1	4
			10 a.m. - 6:30 p.m. Sun.	4	34	1	34
Point Dume	6 a.m. - 6:30 p.m.	None	6 a.m. - 10 a.m.	1	4	7	28
			10 a.m. - 4 p.m.	2	12	7	84
			4 p.m. - 6:30 p.m.	1	4	7	28
Surfrider	6 a.m. - 6 p.m.	SB	6 a.m. - 6 p.m.	1	12	7	84
Topanga	6 a.m. - 6 p.m.	SB	6 a.m. - 6 p.m.	1	12	7	84
Will Rogers - 5	9 a.m. - 6 p.m.	SB	9 a.m. - 6 p.m.	1	9	7	63
Will Rogers - 2 & 3	6 a.m. - 8 p.m.	GA	6 a.m. - 8 p.m. weekdays	1	14	5	70
			6 a.m. - 9 a.m. weekends	1	3	2	6
			9 a.m. - 10 a.m. weekends	2	2	2	4
			10 a.m. - 6 p.m. weekends	4	32	2	64
			6 p.m. - 8 p.m. weekends	1	2	2	4
Will Rogers - 1	8 a.m. - 7 p.m. Weekdays	SB	8 a.m. - 7 p.m. Weekdays	1	11	5	55
	7 a.m. - 7 p.m. Weekends		7 a.m. - 7 p.m. Weekends	1	12	2	24
Rose Avenue	6 a.m. - 10 p.m.	GA	6 a.m. - 10 p.m. weekdays	1	16	7	112
			As needed	2			
Venice Blvd.	6 a.m. - 10 p.m.	GA	6 a.m. - 10 p.m. weekdays	1	16	7	112
			As needed	2			
Washington St.	6 a.m. - 10 p.m.	GA	6 a.m. - 10 p.m. weekdays	1	16	7	112
			As needed	2			
62nd Street	9 a.m. - 6 p.m. Fri. - Sun.	SB	9 a.m. - 6 p.m.	1	9	3	27

SUMMER SCHEDULE

(Summer begins on Saturday before Memorial Day and ends on September 17.)

Location	Hours Lot Is Staffed	Device	Staffing Hours	Number of Attendants	Hours/Day	Days/Week	Total Hours
BEACH PARKING LOTS (CONT.)							
Dockweiler 1, 2, 3	6 a.m. - 10 p.m.	None	6 a.m. - 10 p.m. Weekdays	1	16	5	80
			6 a.m. - 9 a.m. Sat.	1	3	1	3
			9 a.m. - 5 p.m. Sat.	2	16	1	16
			5 p.m. - 10 p.m. Sat.	1	5	1	5
			6 a.m. - 9 a.m. Sun.	1	3	1	3
			9 a.m. - 11 a.m. Sun.	2	4	1	4
			11 a.m. - 5 p.m. Sun.	3	18	1	18
			5 p.m. - 7 p.m. Sun.	2	4	1	4
			7 p.m. - 10 p.m. Sun.	1	3	1	3
Dockweiler RV Park	6 a.m. - 10 p.m.		6 a.m. - 9 a.m.	1	3	7	21
			9 a.m. - 2 p.m.	2	10	7	70
			2 p.m. - 5 p.m.	3	9	7	63
			5 p.m. - 10 p.m.	2	10	7	70
Hyperion	10 a.m. - 6 p.m. weekdays	SB	10 a.m. - 6 p.m. weekdays	1	8	5	40
	9 a.m. - 6 p.m. weekends		9 a.m. - 6 p.m. weekends	1	9	2	18
Grand Ave.	9 a.m. - 5 p.m.	SB	9 a.m. - 5 p.m.	1	8	7	56
Torrance	6 a.m. - 5 p.m.	None	6 a.m. - 5 p.m.	1	11	7	77
White's Point/Royal Palms	6 a.m. - 7 p.m.	SB	6 a.m. - 7 p.m.	1	13	7	91
MARINA DEL REY PARKING LOTS							
#1 (Parcel W - Fisherman's Village)	9 a.m. - 1 a.m.	GA	9 a.m. - 11:00 a.m.	1	2	7	14
			11 a.m. - 1:00 a.m.	2	28	7	196
Parcel W overflow	As needed	GA					
#2 (Parcel 49R—Launch Ramp)	6 a.m. - 4 p.m.	GA	6 a.m. - 4 p.m.	1	10	7	70
			As Needed	2			
#3 (Parcel A - North Jetty)	Never	Meters					
#4 (Parcel 49M)	10 a.m. - 6 p.m.	GA	10 a.m. - 6 p.m.	1	8	7	56
#5 (Parcel U)	As needed	GA					
#7 (Parcel Q)	As needed	GA					
#8 (Parcel QT)	As needed	GA					
#9 (Parcel N)	As needed	GA					
#10 (Parcel I)	9 a.m. - 6 p.m. Fri. - Sun.	GA	9 a.m. - 6 p.m. Fri. - Sun.	1	9	3	27
#11 (Parcel GR)	As needed	GA					
#12 (Parcel FF)	As needed	GA					
#13 (Parcel 3S)	As needed	GA					
Chace Park (CP)	Never	Meters					

PARKING LOTS STANDARD STAFFING LEVELS

Page 3 of 6

SUMMER SCHEDULE

(Summer begins on Saturday before Memorial Day and ends on September 17.)

Location	Hours Lot Is Staffed	Device	Staffing Hours	Number of Supervisors	Hours/Day	Days/Week	Total Hours
MANAGEMENT							
SUPERVISORS							
Southern (Whites Point - Torrance)			6 a.m. - 7 p.m. weekdays	1	13	5	65
Southern (Whites Point - Torrance)			8 a.m. - 8 p.m. weekends	1	12	2	24
Southern Central (Grand-Hyperion-Dockweiler-Fishermans)			9 a.m. - 11 p.m. weekdays	1	14	5	70
Southern Central (Dockweiler)			9 a.m. - 6 p.m. weekends	1	9	2	18
Southern Central (Grand-Hyperion-Fishermans)			10 a.m. - 11 p.m. weekends	1	13	2	26
Central (Marina - 62nd Street - Venice)			6 a.m. - 10 p.m. weekdays	1	16	5	80
Southern Central (Marina - 62nd Street)			9 a.m. - 6 p.m. weekends	1	9	2	18
Central (Venice)			6 a.m. - 10 p.m. weekends	1	16	2	32
Northern (Will Rogers-Topanga-Surfrider-Point Dume-Zuma-Nicholas Cyn.)			6 a.m. - 8 p.m. weekdays	1	14	5	70
North Central (Will Rogers-Topanga)			6 a.m. - 8 p.m. weekends	1	14	2	28
Northern (Surfrider-Point Dume-Zuma-Nicholas Cyn.)			6 a.m. - 8 p.m. weekends	1	14	2	28
CONTRACTOR REPRESENTATIVE (CR)							
			7 a.m. - 6 p.m.	1	11	7	77

WINTER SCHEDULE

(Winter begins on September 18 and ends on Friday before Memorial Day.)

Location	Hours Lot Is Staffed	Device	Staffing Hours	Number of Attendants	Hours/Day	Days/Week	Weekly Hours
BEACH PARKING LOTS							
Nicholas Canyon	As needed	SB	As needed	1			
Zuma Beach	8 a.m. - 4 p.m.	GA	8 a.m. - 4 p.m.	1	8	7	56
Point Dume	8 a.m. - 4 p.m. weekends only	None	8 a.m. - 4 p.m. weekends only	1	8	2	16
Surfrider	8 a.m. - 4 p.m. weekends only	SB	8 a.m. - 4 p.m. weekends only	1	8	2	16
Topanga	8 a.m. - 4 p.m. weekends only	SB	8 a.m. - 4 p.m. weekends only	1	8	2	16
Will Rogers 5	As needed	SB	As needed	1			
Will Rogers 2 & 3	8 a.m. - 4:30 p.m. weekends	GA	8 a.m. - 10 a.m. weekends	1	2	2	4
			10 a.m. - 2 p.m. weekends	2	8	2	16
			2 p.m. - 4:30 p.m. weekends	1	2.5	2	5
Will Rogers 1	8:30 a.m. - 4:30 p.m. weekends	SB	8:30 a.m. - 4:30 p.m. weekends	1	8	2	16
Rose Avenue	8 a.m. - 5 p.m. weekdays	GA	8 a.m. - 5 p.m. weekdays	1	9	5	45
	8 a.m. - 6 p.m. weekends		8 a.m. - 6 p.m. weekends	1	10	2	20
Venice Blvd.	7 a.m. - 5 p.m. weekdays	GA	7 a.m. - 5 p.m. weekdays	1	10	5	50
	7 a.m. - 6 p.m. weekends		7 a.m. - 6 p.m. weekends	2	11	2	22
Washington St.	6 a.m. - 10 p.m.	GA	6 a.m. - 10 p.m.	1	16	7	112
62nd Street	As needed	SB	As needed	1			
Dockweiler 1, 2, 3	6 a.m. - 10 p.m.	None	6 a.m. - 10 p.m.	1	16	7	112
Dockweiler RV	6 a.m. - 10 p.m.		6 a.m. - 9 a.m.	1	3	7	21
			9 a.m. - 5 p.m.	2	16	7	112
			5 p.m. - 10 p.m.	1	5	7	35
Hyperion	9 a.m. - 5 p.m. weekends	SB	9 a.m. - 5 p.m. weekends	1	8	2	16
Grand Avenue	As needed	SB	As needed				
Torrance	8 a.m. - 4 p.m. weekends	None	8 a.m. - 4 p.m. weekends	1	8	2	16
White's Point/Royal Palms	8 a.m. - 4 p.m. weekends	SB	8 a.m. - 4 p.m. weekends	1	8	2	16

WINTER SCHEDULE

(Winter begins on September 18 and ends on Friday before Memorial Day.)

Location	Hours Lot Is Staffed	Device	Staffing Hours	Number of Attendants	Hours/Day	Days/Week	Weekly Hours
MARINA DEL REY LOTS							
#1 (Parcel W - Fisherman's Village)	9 a.m. - 12:30 a.m.	GA	9 a.m. - 12:30 a.m. Mon.-Wed.	1	15.5	3	46.5
			9 a.m. - 5 p.m. Thurs.-Sun.	1	8	4	32
			5 p.m. - 12:30 a.m. Thurs.-Sun.	2	15	4	60
Parcel W overflow	As needed	GA					
#2 (Parcel 49R—Launch Ramp)	6 a.m. - 2 p.m. weekends	GA	6 a.m. - 2 p.m. weekends	1	8	2	16
#3 (Parcel A - North Jetty meters)	Never	Meters					
#4 (Parcel 49M)	10 a.m. - 6 p.m.	GA	10 a.m. - 6 p.m.	1	8	7	56
#5 (Parcel U)	As needed	GA					
#7 (Parcel Q)	As needed	GA					
#8 (Parcel QT)	As needed	GA					
#9 (Parcel N)	As needed	GA					
#10 (Parcel I)	As needed	GA					
#11 (Parcel GR)	As needed	GA					
#12 (Parcel FF)	As needed	GA					
#13 (Parcel 3S)	As needed	GA					
Chace Park CP	Never	Meters					
NOTES							
X	SB - Slot Box						
X	GA - Gate Arm						
X	"Weekends" includes all Holidays. Holidays are those days recognized by the Board of Supervisors as Holidays						
X	"As Needed" staffing is provided at the request of the County Contract Administrator or the Director and is compensated at the contractual hourly rate for Parking Attendants/Cashiers						

WINTER SCHEDULE
(Winter begins on September 18 and ends on Friday before Memorial Day.)

Location	Hours Lot Is Staffed	Device	Staffing Hours	Number of Supervisors	Hours/Day	Days/Week	Weekly Hours
MANAGEMENT							
SUPERVISORS							
Southern (Whites Point - Torrance-Grand-Hyperion-Dockweiler)	9 a.m. - 6 p.m.		9 a.m. - 6 p.m.	1	9	7	63
Central (Marina/Fishermans)			11 a.m. - 11 p.m.	1	12	7	84
Northern (Venice-Will Rogers-Topanga-Malibu lots)			6 a.m. - 11 p.m.	1	17	7	119
CONTRACTOR REPRESENTATIVE (CR)				Number of CRs			
			7 a.m. - 6 p.m.	1	11	7	77

AGGREGATE HOURS					
	SUMMER (114 days)		WINTER (251 days)		ANNUAL HOURS
ATTENDANT	33,958		35,734.5		69,592.5
SUPERVISOR	7,665		9,500		17,165
CONTRACTOR REPRESENTATIVE	1,265		2,750		4,015

NOTE: The Contractor will be required to provide the Standard Staffing Levels over the term of the Contract unless they are varied with the prior approval/direction of the Director. The Department anticipates that modifications, both upward and downward, to the staffing levels set forth in this Exhibit may occur frequently during the life of the Contract.

TELEPHONE NUMBERS AND ADDRESSES BY LOT

Los Angeles Headquarters	1801 S. Georgia Street Los Angeles, CA 90015	Robert Hindle Vice President	213 746 5764
Irvine Headquarters	12 Mauchly, Building I Irvine, CA 92618	Jim Mecham District Manager	949 753 7525

Beach Parking Lots

White Point/Royal Palms	1799 Paseo del Mar, San Pedro	310 514 9576 (Pay Phone)
Torrance	387 Paseo del Mar, Torrance	310 373 6612
Grand Avenue	Grand Avenue & Vista del Mar, El Segundo	
Hyperion Lot		
Dockweiler	8255 Vista del Mar, Playa del Rey	310 322 5008
Dockweiler RV Park	8255 Vista del Mar, Playa del Rey	310 322 4951
Playa del Rey	62 nd & Pacific Avenue, Playa del Rey	310 305 9935 (Pay Phone)
Washington	3100 Ocean Front Walk, Venice	310 821 8452
Venice	2700 Ocean Front Walk, Venice	310 821 3422
Rose Avenue	300 Ocean Front Walk, Venice	310 396 0211
Will Rogers No. 1	14800 Pacific Coast Highway, Pacific Palisades	310 459 1592
Will Rogers No. 3	15800 Pacific Coast Highway, Pacific Palisades	310 230 1450
Will Rogers No. 5	17700 Pacific Coast Highway, Pacific Palisades	310 454 9115
Topanga	18700 Pacific Coast Highway, Malibu	310 456 9159 (Pay Phone)
Surfrider	23000 Pacific Coast Highway, Malibu	310 317 0970
Point Dume	7103 Westward Road, Malibu	310 589 2509
Zuma	29640 Pacific Coast Highway, Malibu	310 457 9439 (Pay Phone)
Nicholas Canyon	33850 Pacific Coast Highway, Malibu	

Marina Parking Lots

Fisherman's	13723 Fiji Way	310 821 9887
W Overflow		
49R	13477 Fiji Way	
49M	13500 Mindanao Way	
UR	4545 Admiralty Way	
Q	4350 Admiralty Way	
OT	4220 Admiralty Way	
N	14101 Palawan Way	310 821 1081
IR	4101 Admiralty Way	
GR	14101 Panay Way	
FF	14151 Marquesas Way	
3S	4601 Via Marina	
VP	4752 Via Marina	
CP	13560 Mindanao Way	

SUMMARY

- ☞ If you are not sure of the proper charge, ask the Facility Manager for assistance. Do not guess!
- ☞ Film crew parking cannot be reserved without payment in advance. During peak filming periods, some lots are in demand and may be of interest to more than one film company.
- ☞ It is possible to rent space to more than one film company on the same lot and same day. If space has already been arranged and paid for by one company and a second company inquires about space on the same day, consult with the Facility Manager. We may be able to accommodate both crews.
- ☞ You may not accept any gifts or gratuities from film companies (Incidental food is *ok*).
- ☞ *If any actual filming is to take place on the parking lot or at the entrance/exit area, etc., you must get a copy of the Film Permit before you can quote a price for parking and/or lot use. Also, check with the Facility Manager prior to quoting a price. "Filming" is much different than crew parking.*
- ☞ All charges including parking and/or labor must be paid in advance. This is a requirement of our contract.

PARKING CONCEPTS INC.

Fisherman's Village Cashier's Shift Report BEACHES AND HARBORS

Date 12/10/2002

Shift 1 2

Booth 1 2

Time	In	Out
	8:30am	5pm

Cashier's Name Rolando Cruz

Bank	Open	Close
Issued	\$ 100.00	\$ 100.00

Opening/Closing	Lane 1	Lane 2	Lane 3
Tickets	112021	704223	503456

Must be taken from each ticket machine at the start and end of each day.

All tickets issued by ticket machine not issued to customers

Tickets under 10 minutes grace period only

Tickets Breakdown	Rate \$	Total Amount
22	\$ 0.75	\$ 16.50
13	\$ 1.50	\$ 19.50
0	\$ 2.25	\$ -
5	\$ 3.00	\$ 15.00
31	\$ 3.75	\$ 116.25
2	\$ 4.50	\$ 9.00
9	\$ 5.25	\$ 47.25
20	\$ 6.00	\$ 120.00
5	Void	0
73	Vals	0
11	In & Out	0
27		0
2		0
220	<Total>	\$ 343.50

License plate, car make and model must be recorded on the back of this report.

Validated tickets only

This total must always be the same with the total obtained from cash register. If total is different please fully explain reasons why.

Number of cars on lot at opening or closing:

23

Write license plate inventory on back of shift report

Notes: Please write any problem you experience with parking equipment, customers or transactions.

CERTIFICATION: I certify this Cashier Shift Report is a true and complete account of collections made by me on this date

Cashier's Signature:



PARKING CONCEPTS INC.

Fisherman's Village
CASHIER SHIFT REPORT
BEACHES AND HARBORS

Shift: ☐ 1 ☐ 2

Booth: ☐ 1 ☐ 2

	In	Out
Time		

Cashier's Printed Name

Bank	Open	Close
Issued	\$	\$

	Lane 1	Lane 2	Lane 3
Closing			
Opening			
Tickets Issued			

Tickets Breakdown	Rate	Total Amount
	\$1.00	\$
	\$2.00	\$
	\$3.00	\$
	\$4.00	\$
	\$5.00	\$
	\$6.00	\$
	\$7.00	\$
	\$8.00	\$
	VOID	
	FREE ENTRY	
	VALIDATION	
	TOTAL	\$

Number of cars on the lot at opening: _____

Please write license plate inventory on back of shift report.

Number of cars on the lot at closing: _____

Notes: _____

CERTIFICATION: I certify that this Cashier Shift Report is a true and complete account of collections made by me on this date.

Cashier's Signature

Date

Parking Concepts, Inc.

Pay Machine and Meter Log

Counted By: _____

Collected By: _____

		Date: _____							
		Coins	Bills	Total	Coins	Bills	Total	Distance /	Actual Total
Nicholas Canyon	10201								
	10202								
Zuma	10203								
	10204								
Point Dume	10405								
	10406								
	10407								
	10408								
Surfrider	10209								
	10210								
Topanga	10211								
	10212								
Will Rogers 5	10113								
Will Rogers 3	10214								
	10215								
Will Rogers 1	10216								
	10217								
Rose	20118								
Venice	20119								
Washington	20120								
	30445								
	30046								
62nd Lot(Playa)	30047								
Grand	30225								
	30226								
	Coins								
Bluff	30421								
	30422								
	30423								
	30424								
	Coins								
Torrance	30427								
	30428								
	30429								
	30430								
Whites Point	30231								
	30232								
Lot 2	40233								
	40234								
Lot 4	40135								
Lot 5	40236								
	40237								
Lot 7	40138								
Lot 8	40139								
Lot 9	40140								
Lot 10	40141								
Lot 11	40142								
Lot 12	40143								
Lot 13	40144								
Chace Park	Coins								
View Park	Coins								

Grand Total:

Grand Total:

**PARKING CONCEPTS, INC.
TALLY SHEET**

Location: _____

Day: _____ Date: _____

BREAKDOWN	BILLS	TOTAL
	\$100.00	
	\$50.00	
	\$20.00	
	\$10.00	
	\$5.00	
	\$2.00	
	\$1.00	
	TOTAL	

BREAKDOWN	COINS	TOTAL
	\$1.00	
	\$0.50	
	\$0.25	
	\$0.10	
	\$0.05	
	\$0.01	
	TOTAL	

NAME	CHECKS	TOTAL
		\$
		\$
		\$
		\$
		\$
		\$
		\$
	TOTAL	

GRAND TOTAL:

\$

COUNTED BY: _____

VERIFIED BY: _____

**PARKING CONCEPTS, INC.
TALLY SHEET**

Location: _____

Day: _____ Date: _____

BREAKDOWN	BILLS	TOTAL
	\$100.00	
	\$50.00	
	\$20.00	
	\$10.00	
	\$5.00	
	\$2.00	
	\$1.00	
	TOTAL	

BREAKDOWN	COINS	TOTAL
	\$1.00	
	\$0.50	
	\$0.25	
	\$0.10	
	\$0.05	
	\$0.01	
	TOTAL	

NAME	CHECKS	TOTAL
		\$
		\$
		\$
		\$
		\$
		\$
		\$
	TOTAL	

GRAND TOTAL:

\$

COUNTED BY: _____

VERIFIED BY: _____

Parking Concepts, Inc.
14110 Palawan Way
Marina Del Rey, CA 90292
Telephone Number: (310) 821 - 1081
After Hours Telephone Number: (310) 821 - 2445
Fax Number: (310) 821 - 9855

Important Telephone Numbers for our Parking Operation

Name	Title	Pager Number	Telephone Number
Frank Vargas	General Manager		(310) 505 - 9261
Lilian Alvizures	Assistant Manager		(310) 863 - 5238
Esmeralda Padilla	Administrative Assistant		(310) 350-9438
Angie Aleman	Administrative Assistant		(310) 350 - 9350
Abel Rivas	Field Supervisor	(310) 236-0961	
Salahuddin Mohammed	Field Supervisor	(310) 236-1603	
Surafel Meleket	Field Supervisor	(310) 236-0784	
Leticia Dubon	Field Supervisor		
Swapan Nath	Field Supervisor		
David Chan	Field Supervisor		
Jessie Martinez	Field Supervisor		
Orlando Escobar	Field Supervisor		
Manuel Morales	Field Supervisor		
Syed Hossain	Field Supervisor		

	Name of Cell Phone	Telephone Number
Parking Concepts Main Office	North Cell	(310) 420-6673
	Central(Venice) Cell	(310) 420-5248
(213) 746-5764	South Cell	(310) 628-9499
Los Angeles Police Dept.	Marina Cell(Collections)	(310) 420-5487
(310) 202-4501	Spare 1(Various)	(310) 350-9438
LA County Beaches	Spare 2(Various)	(310) 350-9350
(310) 305-9503	Topanga Cell(Various)	(310) 925-9196
U.S. Healthworks	WT.PointCell(Various)	(310) 420-5071
(310) 640-9911		

Location Name	Phone Number	Address	Total Spaces
Nicholas Canyon	Nextel when available	33850 P.C.H., Malibu	151
Zuma	Nextel when available	29640 P.C.H., Malibu	2025
Point Dume(Westward)	(310) 589-2509	7103 Westward Rd., Malibu	373
Surfrider(Adamson House)	(310) 317-0970	23000 P.C.H., Malibu	90
Topanga	(310) 456 0546	18700 P.C.H., Malibu	96
Will Rogers # 5	(310) 459-9115	17700 P.C.H., Pacific Palisades	52
Will Rogers # 3	(310) 230-1450	15800 P.C.H., Pacific Palisades	1611
Will Rogers # 1	(310) 459-1592	14800 P.C.H., Pacific Palisades	135
Rose	(310) 396-0211	300 Ocean Front Walk, Venice	288
Venice	(310) 821-3422	2700 Ocean Front Walk, Venice	303
Washington	(310) 821-8452	3100 Ocean Front Walk, Venice	380
Fisherman's Village	(310) 821-9887	13723 Fiji Way, Marina Del Rey	439
Dockweiler	(310) 322-5008	8255 Vista Del Mar, Playa Del Rey	1200
Dockweiler RV	(310) 322 7036	Reservation # M-F 9-5pm 322-4951	117
Bluff Lot	(310) 322 5366	Hyperion and Vista Del Mar	583
Grand	Nextel when available	Grand and Vista Del Mar	113
Torrance	3103734164	387 Paseo Del Mar, Torrance	405
Whites Point(Royal Palms)	(310) 519 1751	1799 Paseo Del Mar, San Pedro	191

Company Vehicle Inspection Report

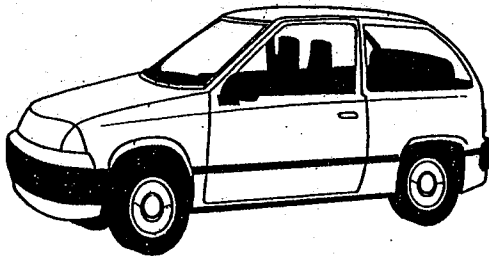
Supervisors Name _____

Date _____

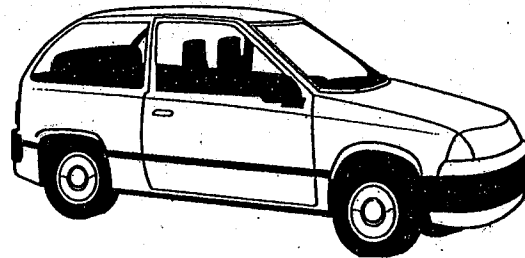
Starting Mileage _____

Ending Mileage _____

MARK LOCATION OF ANY DAMAGE



Drivers Side



Passenger Side

Inspection Outside Vehicle				Inspection Inside Vehicle			
	Good	Fair	Poor		Good	Fair	Poor
Fender				Drivers Seat			
Bumper				Dashboard			
Front Lights				Underflooring			
Wipers				Rubber Matting			
Flashers				Front Passenger Seat			
Windshield				Back Passenger Seat			
Turn Signals				Interior Lights			
Head Lights				Emergency Flasher			
Passenger Door				Horn			
Windows				Seat Belts			
Side Panels				Heater			
Side Mirrors				Air Conditioner			
Tires				Steering Wheel			
Driver Door				Radio			
Gas Cap							

Is Interior Clean? _____

Is Exterior Clean? _____

Drivers Notes _____

Please Remember to Return Keys.

AVAILABILITY FORM

NAME OF EMPLOYEE _____

DATE: _____

E = EITHER (MEANING YOU CAN WORK ANYTIME)

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
EXAMPLE	XX	XX	6am-5pm	8am-10pm	6am-5pm	E	E

This availability form was filled out by me and it lists the hours that I am able to work at the Beaches and Harbors parking Operation. If any changes occur with my availability, I will fill out a new availability form.

Employee Signature

MILEAGE REIMBURSEMENT REQUEST FORM

Approved: _____
District Manager

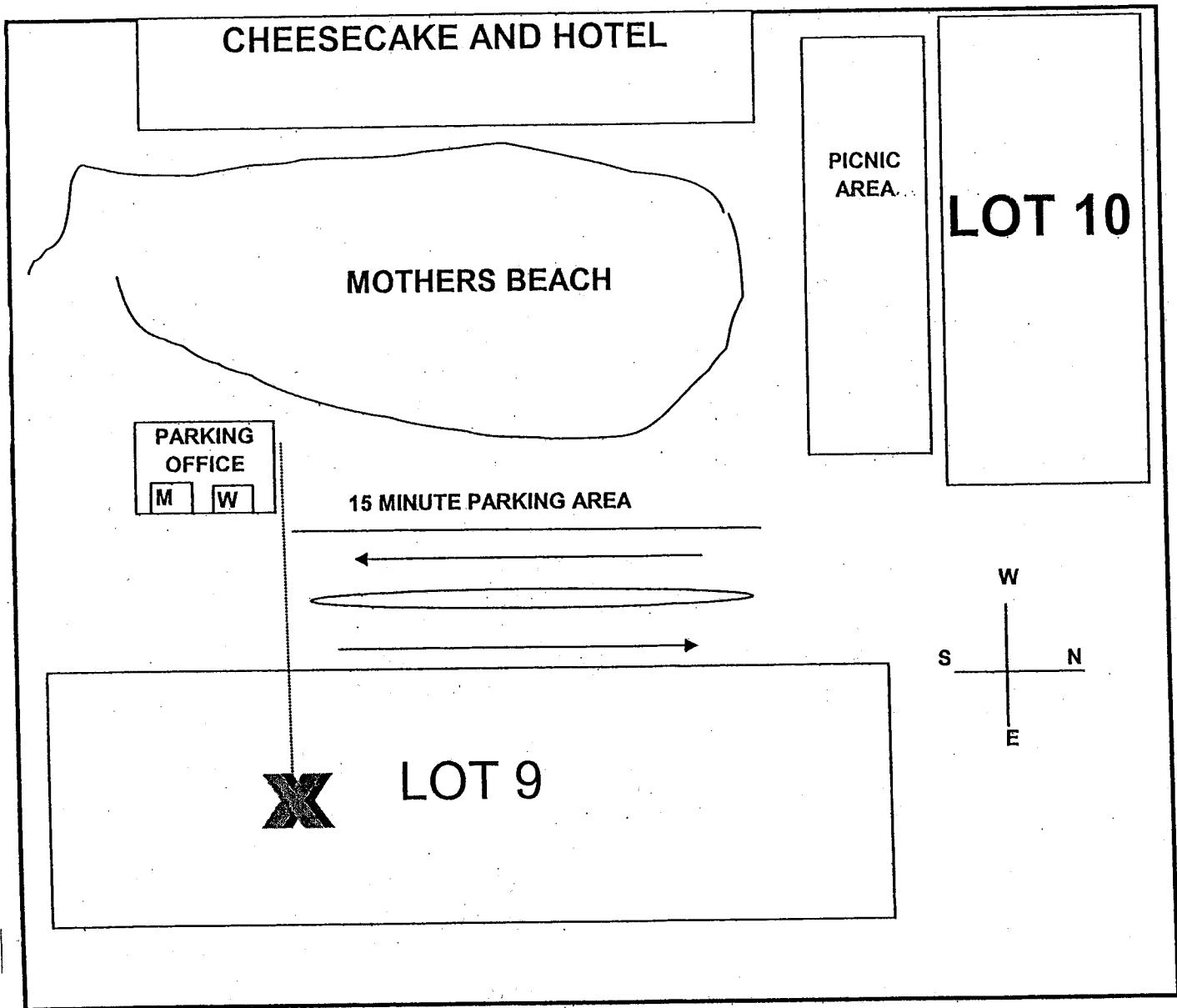
Approved: _____
Corporate

Passthrough _____ Yes _____ No _____

Location # 317

Employee Signature

EMERGENCY EVACUATION MAP



X = MEETING POINT

— = WALKWAY TO EVACUATION MEETING POINT



PARKING CONCEPTS INC.

14110 Palawan Way Marina Del Rey, CA 90292 (310) 821-1081 office (310) 821-9855 fax

1. In consideration of the payment of _____ (\$ _____) for all day(s) or partial day of actual use, permission is hereby granted to _____ Their directors, employees, agents, representatives, and licensees (individually) ("Producer"), to enter, and remain upon the property located at: _____ the production of that certain production presently known as _____ the "Production", commencing on _____ and continuing until completion of all scenes and work required, estimated to be on _____, and agrees to remove the same after the completion of work and leave the Property in as good condition as when received, reasonable wear and tear excepted.
2. Producer agrees to use reasonable care to prevent damage to the Property, and will indemnify the Licensor and hold the Licensor harmless from and against any and all claims and demands arising out of or based upon personal injuries, death or Property damage (reasonable wear and tear excepted) resulting solely from any act by Producer in connection with the use of the Property and the Production activities described herein. The Licensor will cooperate fully with Producer and its legal representatives and provide any reasonable information in the investigation of any claim covered by this indemnification.
3. Producer will only be responsible for paying the license fee set forth in Paragraph 1 for days or partial days on which Producer actually utilizes the Property. The license fee shall be payable in advance. Partial days are not pro-rated. The duration of the License Term may be postponed or suspended, as applicable, and extended for delays caused by adverse weather conditions, *force majeure* events or Production emergencies beyond Producer's control and for the purpose of retakes and/or added scenes, as specified below, subject to Licensor's approval and space availability. Producer shall have the right, exercisable in its sole discretion, to abridge the License Term at any time and for any reason without Producer incurring any further obligation or liability whatsoever, provided, however, that if Producer has commenced its use of the Property, it shall pay to Licensor the applicable daily rate set forth above for the number of days or partial days Producer has actually used the Property. Producer may at any time elect not to use the Property by giving the Licensor a minimum twenty-four (24) hours' written notice of such election, in which case neither party shall have any further obligation to the other party. A \$100.00 Cancellation Fee may be applied to all cancellations.
4. At any time within six (6) months after the License Term, Producer may, following not less than five (5) days' advance notice to the Licensor, and subject to availability, re-enter upon and use the Property for such period as may be reasonably necessary to photograph and record such retakes and/or added scenes as are desired by

Producer, in which event, the daily rate set forth in Paragraph 1 shall apply subject to space availability (weekends, holidays and summer season excluded).

5. Licensors represents and warrants that he is the sole and exclusive Licensors of the Property and/or has the full power and authority to execute this Agreement on behalf of Owner and to grant to Producer all of the rights granted herein, that no other permissions, authorizations or payments of any kind are necessary to permit the full use and enjoyment by Producer of the rights granted to it herein, and that the Property is safe and suitable for all the purpose of parking motor vehicles. The Licensors hereby agrees to indemnify and hold Producer harmless from and against any and all losses, costs, liability, judgments, damages, claims and expenses (including reasonable outside attorneys' fees) arising from any breach of any negligent warranty or Agreement made by the Licensors in this Agreement.
6. In no event shall the Licensors have any right to seek or obtain, for any reason whatsoever, an injunction or any other form of equitable relief against Producer or the Production or otherwise interfere with or impair the development, production, distribution, exhibition, other exploitation, advertising, promotion, publicizing or merchandising of the Production. The Licensors's sole remedy hereunder shall be an action at law for damages, if any.
7. The Licensors shall not have the right to assign this Agreement, in whole or in part, at any time, to any person or entity except in the event of a sale or transfer of the Property, or any portion thereof, if provided that the purchaser assumes in writing all of Licensors's obligations hereunder and otherwise complies with all of the provisions hereof.
8. **Additional Terms:**
 - A. Producer agrees to abide by all parking rules and regulations as established by Licensors for each Property.
 - B. Producer agrees that no vehicles(s), equipment or supplies shall enter or be placed upon the Property prior to _____. Should Producer or any of Producer's employees, contractors, suppliers or individuals associated with Producer violate this Section 8B, Producer agrees to pay Licensors an early entry penalty of One Hundred Sixty Dollars (\$160) supervisor/labor assessment, for each occurrence.
 - C. Producer shall provide a Certificate of Insurance naming Parking Concepts, Inc. and the County of Los Angeles as additional insureds, prior to entering any Property.
 - D. Producer understands that a current Entertainment Industry Development Corporation (EIDC) or City of Malibu Film Permit must be provided to Licensors in advance, if Producer intends to film on the Property and/or if Producer wishes to park or place equipment, trucks, trailers, etc. on the Property. A current film permit is required unless parking arrangements are for crew cars only. (If Producer films on property, all right, title and interest to such footage shall be solely owned by producer.)
 - E. Producer agrees that at no time should Handicap and Electric charge vehicle spaces are not to be used for parking production vehicles, staging of equipment or filming use at any time. Handicapped spaces are not to be tampered with,

removed, relocated or bagged at any time. Public access to Handicapped spaces shall not be impeded in any manner.

F. Any Curbs painted red are done so to indicate a legally enforced NO PARKING ZONE. The red cul-de-sac at the end of Westward Beach parking lot is for emergency use only.

9. This Agreement shall be exclusively governed by and construed in accordance with the laws of California (without regard to conflicts of law principles) applicable to Agreements entered into and wholly performed therein.
10. This is the complete and binding Agreement of the parties, superseding all prior understandings and communications with respect to the subject matter hereof, and it cannot be amended except by a subsequent writing signed by all parties hereto.

ACCEPTED AND AGREED:

Producer

By: _____

Its: _____

Dated: _____

Contact Person: _____

Telephone: _____

Cellular: _____

Pager: _____

ACCEPTED AND AGREED:

PARKING CONCEPTS, INC.

Licensor

By: _____

Its: _____

Dated: _____

Contact Person: _____

Telephone: _____

Cellular: _____

Pager: _____

UNIFORMS AND PHOTO IDENTIFICATION

If Parking Concepts is awarded a new contract, we intent to purchase and provide new uniforms for all cashiers, attendants, traffic and field personnel. The uniform will be of the highest quality, appropriately designed for a first class beach parking operation and will, of course, be subject to the Director's approval. Uniforms are always provided to Parking Concepts employees free of charge.

Parking Concepts presently maintains a professional DAC-TEK Photo Identification System for the exclusive use of parking operation. This system is used to provide professional photo identification for PCI employees assigned to the beach parking operation.

All employees, including new hires, trainees, cashiers, attendants, maintenance personnel and supervisors will always have upon their person, a "photo ID".

PUBLIC RELATIONS

To any company competing in a public service related field, nothing is more important than "*public relations*". Patrons utilizing the various beach and Marina del Rey parking facilities will have a series of opportunities to form judgments about their parking experience. This series of events will start at the facility entrance. Impressions will be made in regards to the appearance of the parking personnel in the area (if staffed), to the condition and appearance of the equipment and the ability to quickly and easily access the lot. If directions or assistance were needed, were they offered? Most people do not need assistance but the ones that do, greatly appreciate if it is offered in a proper manner. Many patrons may be using the various facilities for the first time and would appreciate assistance that is offered in a friendly manner.

The exiting patron is most certainly going to come away with some impression of the parking program. It is in everyone's best interest to have the parking patron leave the facility with a positive impression.

Good public relations are primarily the result of a good attitude and a sincere interest in providing assistance to everyone. A good public relations program starts with setting the right example by senior management and maintaining this attitude/example all the way through the organization . . . top to bottom . . . bottom to top!

A successful program requires careful pre-employment screening, a consistent focus on personal appearance, including grooming habits and hygiene, providing and maintaining an adequate supply of attractive uniforms, rewarding exemplary employees, on-going employee training and a sincere interest by all to constantly improve the only product we have to sell . . . service.

CUSTOMER COMPLAINTS

Parking Concepts has a policy of responding to all customer complaints in a prompt and professional manner. We take every complaint seriously and encourage the general public to contact us with their comments, criticisms and/or suggestions.

We believe strongly that whenever an individual takes the time and effort to contact us regarding service, parking rates, employee attitude, vehicle or property damage, or for any matter whatsoever, they are entitled to be respectfully heard and responded to.

Our policy is that all complaints received via telephone are handled promptly by the most senior supervisor or manager available that would have knowledge or authority over the particular employee or circumstance. If the appropriate supervisor or manager is not immediately available, the customer is assured that someone at a senior management level will be in contact with them within two hours. It is a very rare occurrence when we fail to stay within these guidelines.

This policy also applies to weekends and evening periods. We have senior management staff on-duty seven days per week. Also, the general public or staff can contact supervisory personnel 24-hours per day, seven days per week by simply calling our Los Angeles headquarters office. All of Parking Concepts administrative staff can be reached 24-hours per day, seven days per week.

Written complaints are always responded to in writing. Our policy is to respond within two business days unless significant investigation is required, such as a major damage claim, etc. Even if an investigation is required that will take more than two business days, we will acknowledge receipt of the complaint and provide a time specific date for a response. Also, customer complaint forms and damage claim forms are maintained on site at all Parking Concepts locations.

We have found that the best way to reduce complaints is to make a sincere effort to prevent them from occurring in the first place. A little good faith and sincere effort goes a long way. We encourage the public to contact us with their complaints. It gives us an opportunity to improve our "service" (our only "product") and to hear the customers' perspective as to how we are performing.

Regardless of how complaints are presented to us, be they hostile and aggressive, or polite and courteous, we always respond in a respectful, professional manner.

We are proud to say that over the past three and one half years that we have been operating under our current contract, we have received far more compliments than complaints. That fact is unusual in our industry.

RECRUITMENT, HIRING AND TRAINING

The following procedures will be followed for all job applicants:

- . Written job application including detailed work history, residential and educational background.
- . Confirmation of work history and personal references. (We do check references.)

- . Personal profile and integrity profile testing/screening.
- . Testing for communication skills, aptitude and attitude.
- . Verification of legal residency and right to work.
- . Verification of proficient verbal communication skills.

Note: We have included in the following pages a sample of the "Reid Report" which is required to be taken by all job applicants. The "Reid Report" is an in-depth profile screen that will surface an individual's propensity towards three specific areas. They are:

- *Employee theft*
- *Drug Use*
- *Personal character*

These "tests" are evaluated and scored by a 'third party' via computer (modem) within minutes of their completion.

We have had great success in improving the quality and character of the individuals we have hired over the past several years since we implemented the application of the "Reid Test".

The cost to provide, administer, screen and evaluate these "tests" is the sole responsibility of Parking Concepts.

As in the past, we intend to recruit local residents for all available positions. When positions open up, we contact the local Employment Development Department in addition to local colleges, churches and some retirees association, if they are nearby. Overall, our track record is quite good at recruiting local residents for this contract.

Reid Psychological Systems

FOR IMMEDIATE RELEASE

CONTACT: LAUREL A. HOPPER
312/938-9200

WHAT ARE THE MOST COMMON TYPES OF EMPLOYEE CRIME AND DRUG ABUSE IN PARKING LOTS?

Researchers at Reid Psychological Systems in Chicago (publisher of written tests used to select job applicants) have found in a survey of about 1000 parking lot applicants that more than 18% admitted committing a recent crime sufficient to have them disqualified from; and nearly 10% admitted to significant drug use both on and off the job.

The psychologists conducting the study say these admissions are particularly noteworthy since they were freely made by subjects as they completed the Reid Report (the original written integrity test) *while applying for a job*. Therefore, the study results are probably understated: in such circumstances employees typically admit to only about half of their actual counter productive acts. The *most frequently* confessed crimes were: The *most frequently* confessed drug abuses were:

<u>Act</u>	<u>Number of Admissions</u>	<u>Act</u>	<u>Number of Admissions</u>
Stole merchandise from an employer	61	Uses marijuana before or at work	32
Stole money from an employer	30	Uses marijuana away from work	27
Illegally concealed a weapon	30	Uses cocaine before or at work	13
Stole something from a store	29	Uses hallucinogens away from work	13
Bought stolen merchandise	25	Drug use has affected job performance	13
Robbed a drunk	24	Uses speed before or at work	11
Committed assault/battery	17	Other drug admissions	73
Other criminal admissions	171	Total drug admissions	182
Total criminal admissions	387		

For more information about this study and Reid test products, contact Reid Psychological Systems,
200 S. Michigan Avenue, Chicago, IL 60604 (312) 938-9200.

Theft by Employees in Work Organizations

Prepared under a U.S. Grant from the Community Crime Prevention Division, U.S. Department of Justice.

University of Minnesota
Department of Sociology
114 Social Science Tower
267 19th Avenue South
Minneapolis, MN 55455

John P. Clark
(612) 624-0081

Demographics

Three-year project conducted 1980-83 which included:

- 47 complex corporations; 9,431 Employees; 247 Executives; 30 Labor Unions and Associations.
- Cleveland, Fort Worth, Dallas marketing areas.

Conclusions

Part-timers steal dramatically more than full-timers.

Tenure - 66% of theft is by employees who have worked 2 years or less, 33% of theft is by employees who have worked 6 months or less.

Age - 1 & 22 constitutes 12% of work populations, but 67% of all theft acts.

Single people out-steal married.

Theft correlated very high with above average time and production deviance (i.e.: excessive breaks, tardiness, slow and sloppy workmanship).

Dissatisfied or disgruntled employees are more involved with theft.

People looking for new jobs.

People going to school.

Findings

Organizational controls do have effect.

Companies with clearly defined anti-theft policy had lower levels of theft.

Pre-employment screening is proven to be an effective theft control strategy and also deters other "bad apples" from applying.

This step employment also conveys the message that the organization is concerned with insuring the highest level of integrity among its work force.

Proven to be most effective

Pre-employment selection

Repetitive security measures that tell employees theft is not accepted behavior

Prosecution in all cases

In retail stores

Unauthorized discounts most common theft

Employees with greatest unrestricted access to and knowledge of property which can be taken - namely sales clerk

Most important cause of theft - dissatisfied employee will take merchandise, money or time

Younger and never marrieds = higher level of involvement in property misuse (reason: dismissal is no threat to someone with no dependents, no personal investment in success of company, no seniority or career aspiration; students very often see job only as a means to an end, consequently easy to justify theft)

Discussion

Those firms who signal to the employee that taking company property and assets is theft, which establish rules and procedures to detect theft of property by employees and who are selective in whom they choose to hire, generally have lower levels of theft.

Those firms who infrequently mention subject of theft and who fail to implement procedures to prevent theft, have highest amount of theft.

It is imperative to have consistent climate of concern regarding internal theft.

Facts

30% of all business failures are due to *employment theft*. (U.S. Department of Commerce)

\$40 billion a year - crimes against business.

Theft by employees is considered to be the single most significant dollar impact offense category of all crimes against business. (American Management Association, 1977)

REID REPORT

A



Answer all questions truthfully and completely. Work quickly, but do not rush. If you are not certain of an answer, or find it difficult to choose, select the one that you agree with at least slightly more. Give only one answer to each question unless otherwise instructed. Answers that are untrue, faked or skipped can cause your job application to be rejected.

This questionnaire is only one factor considered in your application for employment. The results are confidential and will be reported only to the company that asked you to complete it. If you have any questions, ask your questionnaire administrator only. Do not talk about either questions or answers with anyone else.

Put your answers to the following questions on page 1 of your answer sheet.

- **SIGNATURE.** Read the statement at the top of the answer sheet and sign your name.
- **POSITION.** Print the position you are applying for.
- **WORK PLANS.** Darken the bars to describe your work plans. For example, if you are applying for a temporary part-time position, you would darken both the "Part" and "Temp" bars, like this:

☐ Full ☒ Part ☐ Perm ☐ Term

- **NAME.** Print your last name, first name and middle initial in the spaces. If your answer sheet has letters below the spaces, leave a blank space between your last and first name. Also leave a space between your first name and middle initial. Then darken the correct bar below each printed letter.

NAME (LAST, FIRST, MI)
G E T T F F D E B B T E A

[illegible]

- **SOCIAL SECURITY.** Print your social security number. If your answer sheet has numbers below the spaces, darken the correct bar below each printed number.

SOCIAL SECURITY NUMBER
44-4112-222

4	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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- **CURRENT DATE.** Print today's date. If your answer sheet has numbers below the spaces, darken the correct bars.
- **NOW BEGIN THE QUESTIONNAIRE.** Be sure to fill in your answer bars completely, like this (■) and erase fully any changed answers.

PRINT ALL ANSWERS ON YOUR ANSWER SHEET ONLY

For each of the following questions, darken Y for YES or N for NO. Darken only *one* bar for each question, and darken the bar *completely*.

1. If you knew a member of your family was stealing from a place where he works, do you think you would report it to his boss?
2. Do you always tell the truth?

If you were a large store owner and you found out that an employee had stolen merchandise from you, would you fire him if the total amount he took was worth less than:

3. \$5.00 in one year?
4. \$10.00 in one year?
5. \$25.00 in one year?
6. If you could get into a movie without paying, and be sure you would not get caught, would you do it?
7. If you found \$100 that was lost by a bank truck on the street yesterday, would you turn the money over to the bank, even though you knew for sure that there was no reward?
8. Were you ever tempted to take company merchandise without actually taking any?
9. Do you believe you are too honest to steal?
10. Did you ever just think of taking any money from a place where you worked without actually doing it?
11. Do you believe a person who has taken money just a few times from the place where he works should be given another chance?

A bank teller was too old to get another job; yet after 28 years of loyalty, he was making one-half of what a 22 year-old person was making in the same kind of job. In order to survive, the older man had to cheat the bank out of \$500 each year. He took the money in a manner that the bank never missed it, except that he finally told the president about it.

12. Do you think that criminal charges should be placed against this person?
13. Do you think the man should be arrested?
14. Do you think he should be given a criminal record for stealing that money?
15. Do you think such a person should be sent to jail?
16. Did you ever think about doing something which, if you had done it, would have been a crime?
17. Do you think it is okay to get around the law if you don't actually break it?
18. Do you believe a person who has taken merchandise from his company just a few times should be given another chance?
19. If you received a \$1.00 item from a large mail order house that you were not charged for, would you go through the trouble and expense to mail that item back to the mail order house?
20. On the 20th of each month, an old employee took company money to pay on his mortgage. On the 30th of each month, payday, he paid it back. After 15 years the man was finally seen by his boss putting the money back. No shortage was found, but the boss fired him anyway. Do you think the boss did right?
21. If you found when you got home that a salesclerk failed to add a \$1.00 item that you bought, would you return the next day and pay the \$1.00 to the store?
22. Do you believe the average person has cheated somebody out of money or goods at some time in his life?

PRINT ALL ANSWERS ON YOUR ANSWER SHEET ONLY

23. If you got merchandise by accident from a vending machine, would you put the money in the machine anyway?

For each of the following questions, darken the *one* bar for the letter of your choice.

24. I rate my own honesty as follows:
- | | |
|---------------------------|---------------------------|
| a. Far below average | e. Slightly above average |
| b. Below average | f. Above average |
| c. Slightly below average | g. Far above average |
| d. Average | |
25. Except for minor office supplies, the total dollar value of *merchandise* or *goods* not belonging to you that you have taken from all of your jobs or employers in the last FIVE YEARS has been about:
- | | | |
|-----------------|------------------|--------------------|
| a. None | d. \$25 at most | g. \$1,000 at most |
| b. \$5 at most | e. \$100 at most | h. Over \$1,000 |
| c. \$10 at most | f. \$500 at most | i. I forget |
26. The total amount of *money* not belonging to you that you have taken from all your jobs or employers in the last FIVE YEARS has been about:
- | | | |
|-----------------|------------------|--------------------|
| a. None | d. \$25 at most | g. \$1,000 at most |
| b. \$5 at most | e. \$100 at most | h. Over \$1,000 |
| c. \$10 at most | f. \$500 at most | i. I forget |

Today, almost everyone has at some time had a problem in dealing with other people.

27. How many times have you found yourself in shouting matches at work in the last TWO YEARS?
- | | | |
|---------|----------|--------------------|
| a. None | d. Three | g. Six |
| b. One | e. Four | h. Seven |
| c. Two | f. Five | i. More than seven |
28. How many times have you found yourself in shoving matches or fistfights in the last TWO YEARS?
- | | | |
|---------|----------|--------------------|
| a. None | d. Three | g. Six |
| b. One | e. Four | h. Seven |
| c. Two | f. Five | i. More than seven |

Today, committing a crime does not in itself bar you from employment. Each case is considered on its own merits, and only crimes that affect your qualifications for this job will be considered. Your answers to the following questions will be kept confidential, but untruthful or skipped answers can cause your application to be rejected. (Do not admit to any convictions for which you were later pardoned, or which have been annulled or sealed by a court. Also, in California, do not admit to any convictions involving marijuana that occurred more than two years ago.)

29. Have you taken something from a store without paying for it in the last FIVE YEARS?
Darken Y for YES or N for NO.
30. Have you *committed* any criminal act in the last FIVE YEARS? (Don't include any driving violations.)
Darken Y for YES or N for NO.
31. Have you been *convicted of* any criminal act in the last FIVE YEARS? (Don't include any driving violations.)
Darken Y for YES or N for NO.
32. If you answered YES to Question 30 or 31, indicate the date and describe each act. Write your answer *only* in the space provided.

PRINT ALL ANSWERS ON YOUR ANSWER SHEET ONLY

Today, people use a variety of substances for recreational or other purposes. The following questions refer to your use of substances in the last FIVE YEARS. Darken only *one* bar for each question, and darken the bar *completely*.

33. If necessary for employment, would you take a drug test? Darken Y for YES or N for NO.
34. How frequently have you drunk alcoholic beverages WHILE AT WORK OR JUST BEFORE? (Don't count social occasions at work like lunch with a client.)
- | | | | | |
|---------------------|-----------------------------------|----------------------------------|---------------------------|----------|
| a. Daily
or More | b. One to Four
Times per Month | c. One to Four
Times per Year | d. Tried Once
or Twice | e. Never |
|---------------------|-----------------------------------|----------------------------------|---------------------------|----------|
35. How frequently have you used marijuana WHILE AT WORK OR JUST BEFORE?
- | | | | | |
|---------------------|-----------------------------------|----------------------------------|---------------------------|----------|
| a. Daily
or More | b. One to Four
Times per Month | c. One to Four
Times per Year | d. Tried Once
or Twice | e. Never |
|---------------------|-----------------------------------|----------------------------------|---------------------------|----------|
36. How frequently have you used cocaine WHILE AT WORK OR JUST BEFORE?
- | | | | | |
|---------------------|-----------------------------------|----------------------------------|---------------------------|----------|
| a. Daily
or More | b. One to Four
Times per Month | c. One to Four
Times per Year | d. Tried Once
or Twice | e. Never |
|---------------------|-----------------------------------|----------------------------------|---------------------------|----------|
37. How frequently have you used other drugs WHILE AT WORK OR JUST BEFORE? (Don't count tobacco, caffeine, or drugs used for medical reasons.)
- | | | | | |
|---------------------|-----------------------------------|----------------------------------|---------------------------|----------|
| a. Daily
or More | b. One to Four
Times per Month | c. One to Four
Times per Year | d. Tried Once
or Twice | e. Never |
|---------------------|-----------------------------------|----------------------------------|---------------------------|----------|
38. How frequently have you drunk alcoholic beverages WHILE AWAY FROM WORK?
- | | | | | |
|---------------------|-----------------------------------|----------------------------------|---------------------------|----------|
| a. Daily
or More | b. One to Four
Times per Month | c. One to Four
Times per Year | d. Tried Once
or Twice | e. Never |
|---------------------|-----------------------------------|----------------------------------|---------------------------|----------|
39. How frequently have you used marijuana WHILE AWAY FROM WORK?
- | | | | | |
|---------------------|-----------------------------------|----------------------------------|---------------------------|----------|
| a. Daily
or More | b. One to Four
Times per Month | c. One to Four
Times per Year | d. Tried Once
or Twice | e. Never |
|---------------------|-----------------------------------|----------------------------------|---------------------------|----------|
40. How frequently have you used cocaine WHILE AWAY FROM WORK?
- | | | | | |
|---------------------|-----------------------------------|----------------------------------|---------------------------|----------|
| a. Daily
or More | b. One to Four
Times per Month | c. One to Four
Times per Year | d. Tried Once
or Twice | e. Never |
|---------------------|-----------------------------------|----------------------------------|---------------------------|----------|
41. How frequently have you used other drugs WHILE AWAY FROM WORK? (Don't count tobacco, caffeine, or drugs used for medical reasons.)
- | | | | | |
|---------------------|-----------------------------------|----------------------------------|---------------------------|----------|
| a. Daily
or More | b. One to Four
Times per Month | c. One to Four
Times per Year | d. Tried Once
or Twice | e. Never |
|---------------------|-----------------------------------|----------------------------------|---------------------------|----------|

For the following questions, darken the *one* bar for the letter of your choice.

42. I am legally entitled to work in:
- | | |
|-----------|----------------------|
| a. Canada | c. Canada and U.S. |
| b. U.S. | d. None of the above |
43. What is the highest school graduation level you have attained?
- | | |
|----------------------------|--|
| a. Grade school | d. 4-year college graduate |
| b. High school graduate | e. Postgraduate or professional course certification |
| c. 2-year college graduate | f. Advanced degree |

PRINT ALL ANSWERS ON YOUR ANSWER SHEET ONLY

44. How many times have you been fired from a job in the last FIVE YEARS?
- a. None
 - b. Once
 - c. Twice
 - d. Three times
 - e. Four times
 - f. More than four times
45. What is the total number of *full-time* jobs you have held in the last FIVE YEARS?
- a. None
 - b. One
 - c. Two
 - d. Three
 - e. Four
 - f. Five
 - g. More than five
46. If hired, how long do you plan to work for this company?
- a. Less than six months
 - b. Six to eleven months
 - c. One to two years
 - d. Three to five years
 - e. More than five years
47. What is the total number of days you missed from your last YEAR of work? (Don't count paid vacations.)
- a. None
 - b. One to two days
 - c. Three to five days
 - d. Six to eight days
 - e. Nine to eleven days
 - f. Twelve or more days
48. If your supervisor in your present or most recent job rated your overall performance, it would be:
- a. Excellent
 - b. Very Good
 - c. Good
 - d. Fair
 - e. Poor
49. If this supervisor rated your safety record on the job, it would be:
- a. Excellent
 - b. Very Good
 - c. Good
 - d. Fair
 - e. Poor
50. Are you licensed to drive a car? Darken Y for YES or N for NO.
51. Are you licensed to drive a truck? Darken Y for YES or N for NO.
- 52-55. Now turn to the back of your answer sheet. First enter your name, address, and phone number in the spaces provided. Then describe your recent work history. Start with today and work backwards. Include: 1) all full-time jobs; 2) all part-time jobs; 3) all periods of self-employment; 4) all periods of military service; and 5) all periods of unemployment while looking for work. Also include any full-time volunteer work that you wish to have considered. When unemployed, enter UNEMPLOYED in the space for "Employer" and show dates. For periods of military service, write your branch of Armed Service in the space for "Employer" and print your Military Occupational Specialty in the space for "Job Title".

READ THE NOTICE AND INSTRUCTIONS IN YOUR BOOKLET BEFORE PROCEEDING

As indicated by my signature below, I consent to take this written questionnaire required of applicants for employment. I understand that the results of the questionnaire are confidential and will be provided only to the company that asked me to complete it. I also understand that untrue, faked or skipped answers may cause my application to be rejected.

Signature

Position

Have you ever taken a Reid questionnaire? ☐ Y ☐ N ☐ ?Work Plans: ☐ Full ☐ Part ☐ Perm ☐ Temp

PLEASE PRINT NAME

SOCIAL SECURITY NUMBER

CURRENT DATE

LAST

FIRST

M.I.

MONTH DAY YEAR

1 <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> ?	13 <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> ?	24 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G	33 <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> ?	42 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F
2 <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> ?	14 <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> ?	25 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H	34 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E	43 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F
3 <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> ?	15 <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> ?	26 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H	35 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E	44 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F
4 <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> ?	16 <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> ?	27 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H	36 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E	45 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F
5 <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> ?	17 <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> ?	28 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H	37 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E	46 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F
6 <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> ?	18 <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> ?	29 <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> ?	38 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E	47 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F
7 <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> ?	19 <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> ?	30 <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> ?	39 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E	48 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E
8 <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> ?	20 <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> ?	31 <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> ?	40 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E	49 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E
9 <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> ?	21 <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> ?		41 <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E	50 <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> ?
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11 <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> ?	23 <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> ?			
12 <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> ?				

32

52. Personal Data

Name: _____

Address: _____ City & State: _____

Telephone: Home (_____) _____ Work (_____) _____

53. Present or Last Employer

Employer Name: _____

Address: _____ City & State: _____

Employed from: ____/____/____ to ____/____/____ Job Title: _____ ☐ Full-time ☐ Part-time

Supervisor's Name: _____ Telephone: (_____) _____

54. Previous Employer

Employer Name: _____

Address: _____ City & State: _____

Employed from: ____/____/____ to ____/____/____ Job Title: _____ ☐ Full-time ☐ Part-time

Supervisor's Name: _____ Telephone: (_____) _____

If your supervisor rated your performance, it would be: ☐ Excellent ☐ Very Good ☐ Good ☐ Fair ☐ Poor

55. Previous Employer

Employer Name: _____

Address: _____ City & State: _____

Employed from: ____/____/____ to ____/____/____ Job Title: _____ ☐ Full-time ☐ Part-time

Supervisor's Name: _____ Telephone: (_____) _____

If your supervisor rated your performance, it would be: ☐ Excellent ☐ Very Good ☐ Good ☐ Fair ☐ Poor

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ADMINISTRATOR'S INITIALS

R	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F
X	<input type="checkbox"/> A <input type="checkbox"/> B

NOTE: FOR FAX-IN SCORING, FILL IN THE FOLLOWING INFORMATION.

ADMINISTRATOR'S NAME

COMPANY NAME



15670702

PART 6

601	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	611	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	621	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	631	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D
602	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	612	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	622	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	632	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D
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607	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	617	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	627	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	637	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D
608	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	618	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	628	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	638	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D
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PART 7

701	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	711	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	721	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	731	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	741	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D
702	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	712	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	722	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	732	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	742	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D
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704	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	714	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	724	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	734	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	744	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D
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706	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	716	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	726	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	736	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	746	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D
707	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	717	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	727	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	737	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	747	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D
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709	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	719	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	729	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	739	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	749	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D
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PART 8

801	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F	811	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F	821	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F
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809	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F	819	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F		
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PART 9

901	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	911	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	921	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	931	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	941	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D
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904	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	914	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	924	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	934	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	944	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D
905	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	915	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	925	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	935	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	945	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D
906	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	916	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	926	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	936	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D		
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Before turning in your answer sheet,
print your social security number here:

SOCIAL SECURITY NUMBER								

FOR OFFICE USE ONLY

OVERALL EVALUATION _____

ANALYST NO. _____

ABBREVIATED	PART 6	PART 7	PART 8	PART 9
Evaluation _____	Evaluation _____	Evaluation _____	Evaluation _____	Evaluation _____
Percentile _____	Percentile _____	Percentile _____	Percentile _____	Percentile _____
Probability _____	Probability _____	Probability _____	Probability _____	Probability _____
Comments _____	Comments _____	Comments _____	Comments _____	Comments _____

EMPLOYEE TRAINING AND ORIENTATION

When a new employee is hired, he or she will be issued an Employee Handbook which outlines Parking Concepts' policies and procedures. We have enclosed a copy for your review. There will be no misunderstanding as to exactly what is required of each employee. Additionally, each "new hire" will be issued a written job description consistent with the position for which he or she was hired.

All new employees will be issued complete uniforms prior to their first work assignment.

Our training program for new cashiers will be approximately 16 hours of training and working with an experienced cashier in addition to "take home" materials for review prior to the first day work. New cashiers will have every exceptional or unusual transaction reviewed at the end of each shift. All errors will be reviewed with the new cashier prior to each subsequent work assignment. This procedure will continue until the error or "exceptional transaction" ratio is reduced to an acceptable level.

Our employee training is geared towards much more than just how to collect money for the parking charges. We stress the importance of putting forth a pleasant, helpful, "How-can-I-be-of-service-to-you?" attitude. Employee attitude, appearance and demeanor are an ongoing priority.

Because Parking Concepts is known to be a conscientious employer that treats its employees with dignity and respect, we have little difficulty attracting a large number of top quality individuals. We attribute our industry leading low turnover rate to our aggressive screening process, opportunities for advancement, our recognition and awards programs, and ongoing employee training.

DISCIPLINARY PROCEDURES

As previously stated, all employees are issued an Employee Handbook containing company information and work rules. The work rules are significantly detailed so that each employee clearly understands exactly what is expected of him or her. We have included in the following pages, a representative example of our Employee Handbook. The handbook will be supplemented with location specific work rules and the Collective Bargaining Agreement.

Each work rule violation shall have a progressive disciplinary procedure that would typically entail:

Verbal Warning
Written Warning
Suspension
Termination

Certain violations would require immediate suspension, with possible termination, pending investigation. If the investigation confirms violation of Company Policy in these areas, termination would result:

- Drug use or possession
- Use of alcohol during working hours
- Theft or misappropriation of funds
- Fighting
- Gross insubordination
- Intentional destruction or defacing company or client property
- Sexual Harassment
- Excessive speed or unsafe driving of valet-parked cars

Parking Concepts, Inc.
Beach Parking Facilities

PARKING LOT ATTENDANT GUIDELINES

Introduction/Purpose

As a member of the Parking Concepts team, you will play a major role in promoting the public image for Parking Concepts and the Department of Beaches and Harbors.

In many instances, you will be the first and or last "representative" the customer will see each day. First impressions are often the most lasting impressions. Many times the public will judge a whole organization by this first meeting. This manual's purpose is to provide you with guidelines that will assist you in performing the best job possible.

Public contact is extremely important. As employees of Parking Concepts, we are constantly exposed to public opinion. Our first objective at all times must be to give prompt, courteous service to the public. We must maintain the attitude that we are here to serve the public and that they have the right to expect our assistance in making their stay at our beaches as enjoyable as possible. This will include such things as giving directions to nearby points of interest, freeways, surface streets, etc. Employees should familiarize themselves with their area of assignment and it's points of interest.

REMEMBER -- PUBLIC RELATIONS -- IS ONE OF THE MOST IMPORTANT ASPECTS OF YOUR JOB.

Area Appearance

It is the responsibility of all employees, prior to opening the parking lot, to inspect the lot for cleanliness. Debris and hazardous material must be picked up. The attendant's booth must be cleaned and maintained daily.

Maintenance and cleaning of the parking lot, attendant's booth and adjoining area is a continuous duty throughout the workday.

Uniforms

Attendants will be issued a Photo I.D. badge and five shirts with the Parking Concepts insignia on them. An optional visor or cap will also be supplied. No other headgear is allowed. The Photo I.D. badge is part of your uniform and must be worn while on company property.

All employees are required to wear enclosed shoes at all times. Employees are responsible for the maintenance and upkeep of their uniforms. Uniform shirts and insignias are the property of Parking Concepts and must be returned upon request.

Hiring

The beach parking operation is very dependent on local weather conditions. For this reason, work schedules may be suspended or modified if the number of patrons on any given day does not necessitate the staffing of your assigned location.

Attendants will be assigned schedules in advance whenever possible. The schedules will indicate the reporting hours, days and area the employee is expected to work. Each attendant is responsible for checking the schedule for his/her assignment for the coming week.

Parking attendants are temporary recurrent employees and are hired with the understanding that work assignments are on an "as needed" basis.

It is to the attendant's advantage to keep his/her immediate supervisor advised of their availability. Occasions may arise when other areas will need additional people to work the lots and attendants will be called accordingly to their availability.

Inspections and Audits

The parking facilities will be inspected frequently and anyone mishandling cash and/or tickets or letting cars in without paying will be subject to immediate discharge.

Auditors and people who identify themselves as Parking Concepts employees desiring to gain entry to the parking booth or other parking facilities should be handled as follows:

When a person represents himself as an auditor with Parking Concepts Audit, he/she must display the proper credentials. They expect to be asked for their identification. If they cannot produce proper identification, call for assistance.

When identification has been made, Parking Concepts auditors should be allowed to count your monies and complete their audits. Attendants will call their supervisor to inform them of the audits; but will not delay or hamper the auditors in any manner.

General Procedures Information and Guidelines

Always be alert, pleasant, courteous and avoid arguments.

Refer inquiries regarding parking lot operations to your supervisor.

Smoking is prohibited while waiting on customers.

Loitering by anyone around or in the booth is prohibited. This includes relatives, friends and Parking Concepts employees who are off duty.

Unless authorized by the area supervisor, sitting in a car at any time while on duty is prohibited.

Employees must be neat and well groomed while on duty.

Establish a good working relationship with other units and sections of the department. This includes the Department of Beaches and Harbors personnel, lifeguards, sheriffs, L.A.P.D., Department of Transportation and other public agencies. WE NEED THEIR HELP!

Notify your supervisor if there is a need for the CHP, police, sheriff or lifeguards.

Customers are to be directed to park in marked stalls only.

Customers should be politely told to lock their cars.

County ordinances do not allow dogs on public beaches. Care should be taken to inform patrons to avoid any violations. If a customer brings a dog, they are to be told, in a polite manner, that no dogs are allowed on the beach.

Revenue Accountability

Each employee is responsible for counting and verification of the change fund prior to the start of his/her shift.

Change funds are to be kept secured in the safe when not in use.

Never leave cash on the counter or any other place easily accessible or visible to the public. Place cash in the revenue canister, safe, locked drawer or location designated by the supervisor.

Bills larger than a \$20.00 bill are not accepted without obtaining permission from a supervisor.

Drop all large bills (20's and 10's) into the canister (if applicable) as they are received. Try to give excess singles back as change to the customers.

Loose change should also be given out as change to customers but only if the customer does not object.

YOU ARE NOT AUTHORIZED TO GRANT REFUNDS!

Attendant Operating Procedures

Customers must be instructed to please leave the parking tickets face up on the dashboard of each car.

You are not to allow free admission to anyone except those approved by Parking Concepts and or the Department of Beaches and Harbors. The supervisor will give details on those allowed free entry.

All free entry logs are to be completely filled out. Each free entry is to be signed by the person entering the lot. All "U-turn" entries are to be legible and easy to read. On each page of the free entry report there must be a basic breakdown of the free entry. EXAMPLE - 5 handicapped, 10 lifeguards, and 3 maintenance.

There must be a ticket on every car parked in the lot.

You are responsible for all cash and tickets issued on your shift.

Before checking into the locations you are required to check the entire lot. Check for trash and perimeter fencing. If there are any problems, notify supervisor or call the office.

Count the number of cars on the lot (if any) at the beginning of the first shift of the day and record that number on the appropriate line on the daily shift report.

The attendant is responsible for returning all cones, signs, chairs, dustpans, brooms, safety equipment, etc. to the booth, and closing all windows.

Theft of company money or property will result in immediate termination and the company filing criminal charges against you.

Falsifying of company documents such as inventories, daily reports, free entries, receipts or payroll will result in your discharge.

OPERATING PLAN

DOCKWEILER RV

(Draft)

A. Reservation

1. Review reservations made for each RV Camp Day by checking the information provided by the County or the Reservation Agent. An "RV Camp Day" shall be the 24-hour period commencing on 12:00 p.m. of each calendar day of the year and ending on 12:00 p.m. on the following calendar day.
2. Direct individuals desiring to make reservations more than forty-eight hours in advance to the Reservation Agent.

B. Registration

1. Assign RV sites to guests based on the type of accommodation for which payment has been made (i.e., with or without a convenience hook-up).
2. Admit only those guests who will be staying in a vehicle with porta-potty or a holding tank for sewage with a hose and bib that fits the dump station. If there is a question about the vehicle, contact the CA.
3. Give each guest a copy of the current rules and regulations for Dockweiler RV.
4. Record the following information on a sequentially numbered four-part registration ticket to be given in numerical sequence to each guest on arrival. Be sure that all four parts of the registration ticket are legible.
 - a. Vehicle registration number.
 - b. Driver's license number.
 - c. License plate number.
 - d. Pets.
 - e. Additional vehicle.
 - f. Amount paid and manner of payment, and whether payment was collected from the guests by Parking Concepts or the County or the Reservation Agent.
 - g. RV site assignment.

- h. Inform the guest that this ticket must be kept on the dashboard of the vehicle at all times and shown each time the vehicle enters the park. No exceptions!
5. Collect the parking fee by requiring payment in cash, personal check or travelers check.
6. Issue the guest a receipt. Mandatory.
7. Give the guest an RV site map and directions to the guest's RV site.
8. Update the RV site map and the log book with the current information.

C. Inspection

1. Check the RV sites at 6:00 a.m. daily for any guest who has arrived after 10:00 p.m. of the preceding calendar day, and place a notice on the vehicle requesting the guest to register before 12:00 noon. The guest shall be charged for the entire RV Camp Day of arrival. You cannot pro-rate the daily rates.
2. Conduct daily inspections for available sites and to ensure that guests are in their assigned RV sites.
3. Check RV sites at 12:15 p.m. daily to ensure that guests who have not paid for the current RV Camp Day have checked out and request any unpaid guest to depart immediately.
4. Guests wishing to stay beyond the number of RV Camp Days for which they have paid shall be accommodated, subject to payment and availability of RV sites and the regulations prescribing the total number of consecutive days a guest may stay.

D. Assistance

1. Attendant shall be available from 6:00 a.m. to 10:00 p.m. daily to answer questions, give directions, and respond to emergencies.

E. Check-Out

1. Check RV site for cleanliness and damage.
2. Remove name from the RV site map.
3. When an emergency arises that causes a guest to leave before the end of the period for which payment has been made, comply with the following procedures to assist the guest in receiving a refund.

- a. Inform the Reservation Agent and verify the guest's departure.
- b. Complete a refund form and send it to the CA.

F. Evacuation

1. Notify the Parking Concepts Marina office immediately.
2. Request the guests to leave their RV sites when notified of an emergency that necessitates the evacuation of Dockweiler RV.
3. Request such assistance as may be required from the Parking Concepts Marina Headquarters, the County and the City of Los Angeles.
4. Request the CA for permission and assistance to relocate the guests in another County.
5. Post notice of the evacuation on all unoccupied vehicles.

(DRAFT)

DOCKWEILER RV RULES AND REGULATIONS

The Director of the Department of Beaches and Harbors has established Rules and Regulations to protect the RV campground areas for the enjoyment of future generations as well as for the convenience and safety of the RV campground visitors of today. These Regulations should be observed in the spirit of consideration for others.

Failure to obey Rules and Regulations, or violation of posted prohibitions or restrictions will result in immediate cancellation of RVer's permit.

RULES AND REGULATIONS

1. A permit is required for each space. Only self-contained RV's and vehicles with porta-potties that have hose and bib connections compatible with the dump station are allowed in campground. This includes motor homes, truck or van campers, travel trailers, camping trailers and remodeled buses. All units must remain on wheels at all times.
2. All fees are to be paid upon registration. RV spaces are assigned by the office upon arrival. Specific spaces cannot be reserved, but every effort will be made to accommodate requests.
3. Only one motorized vehicle per space is permitted, e.g., motor home or trailer. One additional motor vehicle will be exempt from the "extra vehicle" fee.
4. Check-in/out time is 12 Noon, but you may check into your space earlier if it is vacant. If use fee has not been paid or if time limit for occupancy has expired, occupants shall vacate the RV campground by removing their personal property prior to 12 Noon.
5. A space is considered occupied if the daily use fee for it has been paid. Only one Recreational Vehicle per space, e.g., motor home or trailer.
6. Refunds will be made when a written request is accompanied with a copy of the ticket or reservation receipt.
7. In order to afford the general public the greatest possible use of RV campground, occupancy by the same persons of this facility is limited to 90

(ninety) days during the winter season and 30 (thirty) days during the summer season. The Director of Beaches and Harbors may establish shorter seasonal limits.

8. Dumping at dump station only. No waste, water, sewage, or effluent from sinks, portable toilets or other plumbing fixtures shall be deposited directly upon or into the surface of the RV parking lot or turf.
9. Speed limit is 10 mph in the campground.
10. No motorcycles, mopeds or motorized bikes are allowed in the RV campground, except to enter and exit from assigned space. Bicycles permitted on designated paths only. No skateboarding or roller skating is allowed in the campground.
11. Dogs and other domestic animals are not permitted to run at large in the RV campground. Located at the south end of the campground is an enclosed area for your dog to run. Proof of rabies inoculation and a valid license are required for all dogs. Dogs are prohibited on beach. Dogs must be restrained on leash during the day, and in an enclosed vehicle at night. No RVer shall keep a noisy, vicious, or dangerous dog in the RV campground. All dogs shall remain under the immediate control of the RVer.
12. Fires are permitted only in facilities provided for this purpose. It is the responsibility of every visitor to use extreme caution with any burning materials.
13. The consumption of alcoholic beverages is prohibited on any portion of the RV campground and adjacent beach except within the living quarters of those recreational vehicles allowed in the RV Park.
14. Absolutely no firearms, fireworks, explosives, or weapons of any kind permitted.
NO EXCEPTIONS!
15. Youths under 18 years of age must be accompanied by a parent or guardian. Contact the office for exceptions.
16. No person shall camp in any part of the RV campground. Camping is defined as erecting a tent and/or arranging bedding outside the RV for the purposes of overnight camping.
17. No person shall appear nude while in any area of, or adjacent to, the campground.
18. To ensure peace and adequate rest for visitors, quiet hours are from 10 p.m. to 6 a.m. daily. No person shall, at any time, use speakers, radios, televisions, etc. or other machinery, at a volume which emits sound beyond their space. Engine driven electric generators may be operated only between the hours of 8 a.m. and 8 p.m.

19. Please do not remove barbecue coals from the provided barbecue's at any time. Let the coals extinguish themselves.
20. Washing of vehicles is not permitted.
21. No ropes, wire or string shall be attached to any vegetation, trees or county property to hang clothing, lanterns, etc.
22. All personal property shall remain within the assigned space when unattended.

DOCKWEILER RV PARK RULES AND REGULATIONS

The Director of the Department of Beaches and Harbors has established Rules and Regulations to protect Dockweiler RV Park for the enjoyment, convenience and health and safety of guests. The rules should be observed in the spirit of consideration for others. Campers/guests who fail to obey the Rules and Regulations and their vehicles may be removed from the RV Park on 72 hours notice. (Pursuant to California Civil Code Section 799.20, et seq.)

1. Length of stay rules is 21 total days, 30-day turnaround period and maximum of 60 days per calendar year.
2. Check-in 1:00 p.m./check out 12:00 Noon. Visitors must vacate the RV Park by removing all RV's, camping vehicles, trailers, passenger vehicles and personal property before Noon on the ending date of the permit.
3. All rentals and fees must be paid in advance upon registration. No specific spaces can be reserved.
4. All vehicles must be self-contained and carry the RV Industries approval "medallion" with registry number and manufacture's date and a valid drivers license. Vehicles must be in a condition that is safe to operate and is acceptable to County and State codes.
5. Departure date ticket must be seen from roadside at all times. All extra vehicles must be registered with the office.
6. All RV's, camping vehicles and trailers must remain on wheels at all times. Size limit is 37 feet. NO EXCEPTIONS
7. All RV's, camping vehicles and trailers must be parked head in/or head out only. No sideways parking.
8. Only one tow vehicle allowed per space for RV's that are 30' and under. All other vehicles are required to park in the day use area or a designated vehicle parking space only.
9. Requests for refunds must be made in writing and accompanied by a copy of the registration or reservation receipt within 15 days of departure. Office must be notified of departure date prior to leaving for any refunds.
10. Dumping is allowed only at the dumping station. Waste, water, sewage or effluent from sinks, portable toilets or other plumbing fixtures must be deposited at the dump station only, and may not be deposited directly on any pavement, dirt or vegetation.
11. The speed limit is 5 m.p.h. in the RV Park.
12. All bicycles, skateboards and roller-skates/blades or scooters are prohibited in Park.
13. Proof of rabies inoculation and a valid license are required for all dogs. 53.24 LAMC
14. Pets may not be left unattended outdoors at any time. If a pet is deemed dangerous or too loud, you and the pet may be requested to leave the premises. 53.34 LAMC
15. All animals are prohibited on the beach. 53.55 (a) LAMC
16. Pets must be contained or restrained on a leash of less than 6 feet at all times. 53.06.2 LAMC
17. Droppings and accidental waste material from pets must be picked up immediately and removed to trash dumpster. Limit two (2) pets per site.
18. A maximum of eight (8) persons allowed per RV/camping site.
19. Quiet hours are from 9:00 p.m. to 6:00 a.m. daily. (Generators may be operated only between the hours of 8:00 a.m. and 8:00 p.m.) Please ensure that, speakers, radios, televisions, etc. or other machinery do not emit sound beyond your space. 41.57A(1) LAMC
20. No vehicle repairs, maintenance activities or fluid changes are permitted in Park. No washing/rinsing of vehicles in the Park.
21. Rope, wire, or string may not be attached to RV/camping vehicle, trees, vegetation, poles or County property at any time.
22. All property must be in the confines of assigned space. Parking on access road prohibited. See rule #6
23. No tents or other temporary shelters may be erected. All shades/awnings must have 3 open sides. 63.44I(9) LAMC
24. No overnight outdoor sleeping is permitted.
25. Live coals must not be removed from the barbecues. Let the coals extinguish themselves.
26. Open fires are permitted only in fire rings on beach. No fires in the Park. 63.44B(17) LAMC
27. The consumption of alcoholic beverages is prohibited on any portion of the RV Park and beach except within the living quarters of RV's.
28. Absolutely no firearms, fireworks, explosives, or weapons of any kind are permitted within any RV, vehicle of any kind, or on the person of any guest. NO exceptions. 12031(a) PC
29. Youths under 18 years of age must be accompanied by a parent or a guardian.
30. All federal, state and local laws must be obeyed while in the RV Park and on the beach.
31. All signs, posted notices and directions of the RV Park manager must be obeyed. Non-compliance may result in immediate loss of parking privileges.

*PCI Employee
Handbook*

removed and on
file with the
Department of
Beaches and
Harbors as
marked

CONFIDENTIAL

FORM P-3 - QUALITY CONTROL PLAN

Provide a detailed description of how you will ensure that your employees provide the Contract service in accordance with the Performance Requirements Summary and other contract provisions. Attach or describe your Quality Control Plan, explaining the following:

a. Who will inspect the Contract work and how often will each area be inspected?

- Supervisors will inspect each location assigned to them on a daily basis. This would include the facility, the on-site employees and the related paperwork.
- The **General Manager** (and **Assistant General Manager**) will inspect the work of each **Supervisor** on an ongoing and continual basis, but no less than weekly. Repeat deficiencies or significant findings or observations shall be reduced to writing by the **General Manager** and discussed with the appropriate supervisor.
- The **Internal Auditor** shall work independently from the on-site staff. Some location audits shall be done on a random, unannounced basis. Every location shall be audited at least once each quarter. The **Vice President** shall review all audits and incident reports. He will also maintain open and regular communication with the Department of Beaches and Harbors staff. An "outside, independent audit of revenues and procedures" shall be performed and submitted in written form to the Department of Beaches and Harbors on a biannual basis.

b. What steps will you take to correct deficiencies reported by the Department or discovered by your inspectors?

Any personnel deficiencies reported to us by the Department will be cured immediately. If the problem or issue cannot be promptly resolved by counseling, additional instruction/training or other forms of discipline, the individual will be removed from the contract.

Parking Concepts prides itself on being "the responsive parking company". We have earned that reputation for good reason and we strive to maintain that attitude and reputation. It is very rare that we cannot promptly resolve any operating or reporting error or deficiency.

All reports of deficiencies or problems will be reviewed by the **General Manager**. If the issue is reported to us in writing by the Department, we will report back to the Department in writing the specific action taken to cure the problem.

Any deficiencies or contract variances discovered by our internal audit staff will be written up in a format that requires a formal response addressing the action to be taken, date for compliance and individual(s) responsible for implementation.

Should any recommendations or directives be issued as a result of the quarterly audits performed by the "outside independent auditors", those recommendations shall be implemented immediately.

Minor or incidental matters will be addressed via e-mail or facsimile. More serious matters will receive a more formal written response.

- c. If the Department complains that work has not been adequately performed and requests immediate correction, how soon will your company respond?

Immediately!

If for some reason this cannot be done, we will promptly submit a written response or clarification as to why.

- d. How will you cover unexpected worker and supervisor absences?

As previously mentioned, "on-call" lists will be maintained and updated on a continual basis.

Quite candidly, the wages and benefits contained in our Bargaining Agreement with Teamsters Local 911 will assure that the various jobs and hours available will be in demand due to the premium wage rates to be paid.

Additionally, Parking Concepts has numerous major accounts within short distances of many of the beach parking facilities. We intend to train and pre-screen off-site employees so that in an emergency, they can be called upon to assist us if necessary.

Parking Concepts recognizes that on occasion, overtime will be necessary to complete a shift or to extend the day to take advantage of unusually warm weather, etc. We have anticipated those circumstances and accordingly, we have built into our expense projections a reasonable contingency for overtime premiums.

- e. If you have a written quality control plan, inspection plan or written procedures for your staff and supervisors, please attach them?

Note: Please refer to following materials in this Section III.

QUALITY CONTROL PLAN

Audit

During peak summer months, in addition to various management personnel, as in the past, we intend to assign an on-site field auditor to the beach operation to check and monitor the beach parking facilities. During the off-season, this function will be performed by the General Manager and the Assistant General Manager, with support from home office internal auditors.

All field auditors will work and communicate with beach parking management personnel, however, they will report directly to and come under the authority and direction of Parking Concepts Vice President.

To the extent possible, we would like to coordinate with and share information with the Department of Beaches and Harbors audit and contract monitors so that we can gear our energies towards the most significant problems (if any). It is our opinion that the Department of Beaches and Harbors monitors have invaluable working knowledge of the beach parking operation and that both the Department and PCI can benefit greatly from the mutual sharing of information.

The following is a preliminary draft of audit procedures that will be used by our in-house audit personnel. We would welcome comments, input and/or suggestions from Department of Beaches and Harbors staff on broadening the scope of the draft document or any other suggestions they may have.

VARIOUS LEVELS OF AUDIT

Independent CPA Certification

Consistent with our previous Department of Beaches and Harbors contract, this contract requires that an independent CPA firm (approved by the Director) must perform certifications of revenue and procedures. Under the new contract, this certification must be completed for each six-month period. These certifications (audits) are comprehensive, detailed and in such depth that the County's interests are well protected.

Parking Concepts - Internal Audit

Home Office personnel will be routinely auditing, monitoring and reviewing daily reports, ticket inventories, revenue trends, free entry logs, and all other pertinent reports associated with the beach parking operation.

Home Office auditors will perform in-depth on-site audits on both an announced and unannounced basis. Field surveillance will be an integral part of our audit program.

Parking Concepts - Operational Audit

These audits are quick "spot-check" type of reviews designed to be performed at any time by any of Parking Concepts' management staff. Although these audits are easily performed and designed to be brief in nature, they are very effective in surfacing problem (or potential problem) areas.

Parking Concepts - Beach Office Staff

Somewhat similar in scope to the operational audit, our beach office staff will have their own set of on-going audit procedures. Specific training will be administered to the on-site staff so that they are competently trained in the proper method of performing field audits.

Department of Beaches and Harbors Contract Administrator and Contract Monitors

Probably the most effective level of audit and review is the ever-present Beaches and Harbors parking enforcement officers. This unit provides independent review of the parking contractor's performance seven days per week. The officers are "in the field" every day and are quick to spot problem areas. This oversight is welcomed.

It is Parking Concept's intention to work as closely as possible with the monitor(s) and contract administration and to practice a long time company policy of full disclosure in regards to our contract performance. We learn from our mistakes and do not mind sharing our experiences with others in an overall effort to make the operation the best it can be.

(DISCUSSION DRAFT)

Beach Parking Audit Procedures

1. Audit File

- A. Review audit file for previous audit reports of the location to be audited.
- B. List all past deficiencies noted and review them when field audit is performed.

2. Employees

- A. From Headquarters' records, prepare a list of all employees at the location, including management personnel.
- B. List hire date, wage rate, and any other information that may be pertinent.
- C. Check personnel files for completeness.
- D. Comment, by employee, on their appearance with respect to uniform, neatness, Photo I.D., etc.
- E. Comment, by employee, on their attitude towards their job and the general public.
- F. Ask employee to produce some sort of identification other than Photo I.D. tag.
- G. Confirm that wage rates and benefits are in full compliance with the union contract.

3. Time Cards

- A. Check time cards and payroll records charting overtime hours paid/worked by employee, by day, for two pay periods prior to audit.
- B. Check time cards and payroll records to insure that we are in compliance with state and federal wage and hour laws.
- C. By employee, check time cards to pay sheets and pay records explaining any variances.
- D. Are all time cards clocked in and out?
- E. Are all time cards signed by both employee and supervisor?

4. Manning Schedule

- A. Obtain manning schedule from manager and incorporate into audit write up.
- B. Is manning schedule sufficient?
- C. Is manning schedule excessive?

5. Tickets

- A. Identify each type (color and numerical series) of ticket used at each location.
- B. Where and when is each type of ticket used?
- C. Have proper ticket issuing procedures been followed?
- D. Are tickets reconciled daily? How and by whom?
- E. Are "left on lot" (LOL) counts consistently taken and records maintained?
- F. Where are tickets (used and unused) stored? Who has access?
- G. Carefully review the completed "free entry log". Using a random sampling, try to confirm free entries.
- H. What records of ticket audits and lot checks performed by beach parking management are available?
- I. Without notice, take over cashier booth(s) for a complete shift. Record all information such as tickets issued, collected, beginning and ending lot inventory, cash deposited, etc. Prepare a chart to include the following information (daily averages) for ten days prior to audit, comparing results of day audited:
 - a. Tickets issued.
 - b. High cash deposited.
 - c. Low cash deposited.

If any audit variance is significantly out of line with prior day's averages, give detailed explanation. You must compare comparable days, i.e., Sunday to Sunday, Tuesday to Tuesday, and factor in weather condition, etc.

- J. Do voided, mutilated or fee waiver tickets have explanation written on or attached to them?
- K. Bring all voided, mutilated, obsolete or "out of sequence" tickets back to Headquarters. Leave written receipt for materials taken with General Manager at beach office.

6. Cash

- A. Verify change funds issued to attendants.
- B. Reconcile office petty cash fund.
- C. What records of cash audits performed by manager are available?

7. Liability

- A. Are liability limitation signs posted at each lot?
- B. Other than liability limitation signs, what other signs are posted? Where? Are all signs in good condition? If not, submit list for repair/replacement.
- C. Verify that Parking Concepts telephone number is visibly posted on the attendant booth.

- D. Inspect the entire parking lot for potholes, broken wheel stops, bent posts or poles, unsecured perimeter, etc., and reports any significant findings.

8. Written Report

Prepare a detailed written report addressing each item as referenced in this outline. If any specific item is an uncorrected carry-over from a previous audit report, this should be so noted with date of previous audit report referenced.

DRAFT

Quality Control Plan

**Beach and Marina del Rey
Parking Facilities**

**Parking Concepts, Inc.
for
Contract Performance Requirements**

DRAFT

Cash Receipts Control

PERFORMANCE STANDARD	DATE CHECKED	PERFORMANCE	NOTES
<i>Pre-Numbered Tickets</i>			
<i>Activity Counters</i>			
<i>Use of Canisters</i>			
<i>Gate Arms</i>			
<i>Coin Machines</i>			
<i>Exit Spikes</i>			
<i>Exit Spike Warning Signs</i>			
<i>Free Entry Logs</i>			
<i>Transportation of Receipts to Central Office</i>			

Employee Signature: _____ PCI Location #: _____

DRAFT

Film Company Parking

PERFORMANCE STANDARD	DATE CHECKED	PERFORMANCE	NOTES
Charge Film Companies the Authorized Rate			
Report Film Company Revenue with Gross Receipts Reported to County			

Employee Signature: _____ PCI Location #: _____

DRAFT

Location Operation

PERFORMANCE STANDARD	DATE CHECKED	PERFORMANCE	NOTES
Open and Close Locations on Schedule			
Staff Lost According to Schedules Approved by the Director			
Collection of Correct Fee			
Each Patron Issued an Unused, Sequential Ticket			
Tickets Issued Agrees with Inventory Provided by Contractor			
Allows Only Authorized Free Entry			
Posts All Information Required on Free entry Log			
Employees Wear Uniform and Photo I.D. Tag			

Employee Signature: _____ PCI Location #: _____

DRAFT

Parking Locations and Equipment

Part 1 of 2

PERFORMANCE STANDARD	DATE CHECKED	PERFORMANCE	NOTES
Use Only Equipment Approved by Director/Control Administrator			
Obtain Approval of Any Modifications to Locations			
Signs Posted Properly			
Fire Extinguishers, Flares and Flashlights at Each Location			
Reports for Theft, Property Damage, Bodily Injury and Valadism at Each Location			
Written Procedure on How to Fill Out the Reports			
Complaint Log to Control Administrator by the Fifth of Each Month			
Complaint Reporse in Writing Withing 10 Days			
Lot Access for Emergency Vehicles			

Employee Signature: _____

PCI Location #: _____

DRAFT

Parking Locations and Equipment

Part 2 of 2

PERFORMANCE STANDARD	DATE CHECKED	PERFORMANCE	NOTES
<i>Attendants Communicate Effectively with Patrons</i>			
<i>Maintain 24-Hour Answering Service</i>			
<i>Phone Number Listed in Directory, Booth and on Tickets</i>			
<i>Contract Representative Reachable by Phone Seven Days-Per-Week</i>			

Employee Signature: _____ PCI Location #: _____

DRAFT

Monthly Revenue Reports

PERFORMANCE STANDARD	DATE CHECKED	PERFORMANCE	NOTES
County Must Receive Monthly Statement Within 15 Days of Each Monthly End			
Payment to Agree With Monthly Statement			
Gross Receipts by Location			
Gross Receipts Identified as Public, Film Companies, and MdR Lessees			
Ticket Series Purchased, Issued and Sold by Location			
Beginning and Ending Activity Counters by Location			
Copies of Free Entry Logs by Location			
Reconciliations by Location of Cash Receipts With Ticket Series Sold, Car Counts, and Free Entry Logs			

Employee Signature: _____

PCI Location #: _____

PARKING CONCEPTS, INC.

SAFETY MAINTENANCE SCHEDULE

COMPLETE ONCE A WEEK AND AFTER EVERY ACCIDENT.

DISTRICT #:	LOCATION #:	MANAGER:	DATE COMPLETED:
COMPLETED BY:		MANAGER SIGNATURE:	

NOTE CORRECTIVE ACTIONS TO BE TAKEN IN THE COMMENTS SECTION.

A - ACCEPTABLE C - CORRECTIVE ACTION NECESSARY

	A	C	N/A	COMPLETION TARGET DATE
A. PARKING FACILITY/LOT				
1. Are all exits clearly marked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Presence of Liability Disclaimers (must match ticket disclaimers exactly).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Condition of lot surface; free of pot holes, drainage, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Condition of wheel stops.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Stall striping, clear and defined.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Directional arrows and mirrors present and clear.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Condition of pedestrian walkways; well striped.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Presence of traffic flow indicators and signs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Sufficient lighting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Condition of fixtures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Operating condition of gates/protection padding - sponges on gates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Ventilation of garage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. All areas clear of construction materials, ladders, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Curbing around booth level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B. STAIRWELLS				
15. Doors propped open.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Doors to stairwells clean & operating.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Doors locked/closed from outside.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. Steps clear of obstacles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Non-slip strips on stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20. Hand rails/clean & sturdy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21. Sufficient lighting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22. Exit signs to stairwells (per city or local codes.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C. ELEVATORS				
23. Liability signs present near elevator area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24. Operation of elevators.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25. Leveling of elevators to floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26. Sufficient lighting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27. Door operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28. Alarm operational.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29. Phone present.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30. Layout of map to nearest stairwell.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D. OFFICE AREA				
31. "No Smoking" signs present.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
32. Doors secure/locks in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
33. Copy of Accident Prevention Program/SB 198 present.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34. Material Safety Data Sheets on Chemicals present.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
35. Job safety hazard analysis information present.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
36. Required postings / bulletins present.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Medical Clinic Poster	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CAL OSHA Poster	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
OSHA 200 Log	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safety Rules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hazard Awareness Notification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers' Compensation Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Disclaimer for Sponsored activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safety Talks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

PERFORM A WALK THROUGH DAILY.

			COMPLETION TARGET DATE	
E. LAVATORY AND BREAK ROOM	A	C	N/A	
37. Supplies, paper, soap, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
38. Water available for washing & drinking.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
39. No smoking signs displayed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
40. Operation of cooking appliances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F. EMPLOYEE ACCIDENT FORMS/WORKER'S COMPENSATION				
ALL FORMS MUST BE SUBMITTED IMMEDIATELY TO HEADQUARTERS. IMMEDIATELY FOLLOWING ANY ACCIDENT.				
	A	C	N/A	
41. Medical Treatment Authorization/Take employee to medical facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
42. Employee claim for Workers' Compensation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
43. Supervisor Accident Investigation Report (All Regions).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
44. Safety Maintenance Schedule (All Regions).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
G. VEHICLE ACCIDENT FORM/CLAIM FORM				
ALL FORMS MUST BE SUBMITTED IMMEDIATELY TO HEADQUARTERS. IMMEDIATELY FOLLOWING ANY ACCIDENT.				
	A	C	N/A	
45. Facility Loss Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
46. Standard Insurance Claim Information Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H. PUBLIC LIABILITY FORMS/SLIP & FALL				
ALL FORMS MUST BE SUBMITTED IMMEDIATELY TO HEADQUARTERS. IMMEDIATELY FOLLOWING ANY ACCIDENT.				
	A	C	N/A	
47. Personal injury Accident Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
48. Standard Insurance Claim Information Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I. BOOTH INSPECTIONS	YES	NO	N/A	
49. Are all electrical cords in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
50. Is the chair/stool in proper working order, supportive, stable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
51. Is the heating & air conditioning system working properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
52. Is the "NO SMOKING" policy observed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
53. Are the doors and windows operational/lockable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
54. Is there a fire extinguisher located in the booth?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
55. Are the chemicals in the booth stored properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
56. Are Material Safety Data Sheets available for the chemicals in the booth?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
57. Sufficient lighting, visibility/mirrors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
58. Driveway surrounding booth - free of oil	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
J. EQUIPMENT	A	C	N/A	
59. Operation of gate arms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
60. Ticket dispenser closed & locked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
61. Gate arm box closed & locked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
62. Gate arm padding present along entire arm.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
63. Gate arm caution signs present.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
64. Key boxes closed & locked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
K. EMERGENCY EQUIPMENT	A	C	N/A	
65. Emergency Evacuation Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
66. Condition of fire extinguisher/check dates of inspection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
67. Condition and availability of First Aid Kit supplies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
68. Condition/use of personal protective equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Footwear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safety Belts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Back Belts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Gloves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
First Aid Kit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Glasses/Goggles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

L. SIGNAGE

- 69. "How am I driving?" signs posted in shuttle & valet areas.
- 70. Not responsible for "Lost Articles" sign, near entrance to garage.
- 71. Liability disclaimer at entrances.
- 72. Caution pedestrian walkway signs.
- 73. Caution "THIS IS NOT A WALKWAY" on gate arm.
- 74. Caution "THIS IS NOT A WALKWAY" on ground by gate.
- 75. Caution "THIS IS NOT A WALKWAY" prior to booth exit.
- 76. Caution "SLIPPERY SURFACE" sign.
- 77. "NOT RESPONSIBLE FOR ITEMS LEFT IN THE CAR" sign.
- 78. Speed limit signs present.

A	C	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**COMPLETION
TARGET
DATE**

COMMENTS:

COPY TO PROPERTY MANAGEMENT



PARKING CONCEPTS INC.

AUDIT REPORT

Date Audit Being Performed: _____

Location: _____ Time: _____

Employee Being Audited: _____

Uniform Guidelines	Yes	No	Comments:
Wearing ID Badge	_____	_____	_____
Uniform Standards met	_____	_____	_____

Ticket Inventory																															
Tickets Sold Rate: _____ Starting # _____ Ending # _____ Total: <input type="text"/>	Tickets Sold Rate: _____ Starting # _____ Ending # _____ Total: <input type="text"/>																														
Tickets Breakdown <table><tr><td>X</td><td>\$</td></tr><tr><td>X</td><td>\$</td></tr><tr><td>X</td><td>\$</td></tr><tr><td>X</td><td>\$</td></tr><tr><td>X</td><td>\$</td></tr><tr><td>X</td><td>\$</td></tr><tr><td>X</td><td>\$</td></tr><tr><td>X</td><td>\$</td></tr></table> TOTAL: <input type="text"/>	X	\$	X	\$	X	\$	X	\$	X	\$	X	\$	X	\$	X	\$	Cash Breakdown <table><tr><td>X\$1</td><td>\$</td></tr><tr><td>X\$2</td><td>\$</td></tr><tr><td>X\$5</td><td>\$</td></tr><tr><td>X\$10</td><td>\$</td></tr><tr><td>X\$20</td><td>\$</td></tr><tr><td>X\$50</td><td>\$</td></tr><tr><td>X\$100</td><td>\$</td></tr></table> TOTAL: <input type="text"/>	X\$1	\$	X\$2	\$	X\$5	\$	X\$10	\$	X\$20	\$	X\$50	\$	X\$100	\$
X	\$																														
X	\$																														
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X\$2	\$																														
X\$5	\$																														
X\$10	\$																														
X\$20	\$																														
X\$50	\$																														
X\$100	\$																														
Vehicles without tickets: <input type="text"/>	Vehicles with faced down tickets: <input type="text"/>																														

Findings: _____

I certify this audit report is true and correct to the best of my knowledge.

Field Supervisor: _____

PARKING CONCEPTS INC.*Event/Film Information*

Date	June 20, 2005
Contact Person	Vanessa Brown
Location Name	Lot 10
Phone Number	(323) 385 - 5065
Time	9:30am - 1:30pm
Company Name	Foshay Learning Center
Name of Film/Event	Field Trip
Prepared By	Lilian Alvizures

Notes

No charge for public school bus
All others pay upon entry

Thank You

PLEASE POST THIS FORMS IN THE PARKING BOOTH

DRAFT

BEACHES & HARBORS

Vehicle Activity Tally Sheet

Lot Number:	Lot Name:
Day:	Date:

Closing Time:	Ending Ticket Number:
Opening Time:	Starting Ticket Number:
Total Hours:	Total Tickets Issued:

Operational Hours	Revenue Tickets Per Hour	Non-Revenue Tickets Per Hour
6:00 a.m. - 7:00 a.m.		
7:00 a.m. - 8:00 a.m.		
8:00 a.m. - 9:00 a.m.		
9:00 a.m. - 10:00 a.m.		
10:00 a.m. - 11:00 a.m.		
11:00 a.m. - 12:00 p.m.		
12:00 p.m. - 1:00 p.m.		
1:00 p.m. - 2:00 p.m.		
2:00 p.m. - 3:00 p.m.		
3:00 p.m. - 4:00 p.m.		
4:00 p.m. - 5:00 p.m.		
5:00 p.m. - 6:00 p.m.		
6:00 p.m. - 7:00 p.m.		
TOTAL ----->		

Number of Vehicles on Lot at Opening	Number of Vehicles on Lot at Closing

Signature of Attendant On Duty

Printed Name of Attendant on Duty

PCI Form F-910209

Sample Form

DRAFT

PARKING CONCEPTS, INC.

Cashier Shift Report

BEACHES & HARBORS

Date: _____ Day: _____ Lot #: _____ Lot Name: _____

TICKETS ISSUED

	LANE 1	LANE 2	LANE 3	LANE 4
CLOSE #				
START #				
TOTAL				

TOTAL TICKETS ISSUED:

ACTIVITY COUNTERS

LANE 1	LANE 2	LANE 3	LANE 4

ACTIVITY COUNTER TOTAL:

TICKETS	RATE	MONEY
	\$1.00	
	\$4.00	
	\$5.00	
	Film Company Revenue	
	Payroll Credit	
	Free Entries	
	TOTAL	
	OVER / <SHORT>	
	DEPOSIT	

CAR / SPACE COUNT

TOTAL LOT CAPACITY	
CARS ON LOT AT START	
SPACES AVAILABLE	

TICKETS ISSUED TO ATTENDANT

CLOSE		
OPEN		
TOTAL		

EQUIPMENT ISSUED

	ISSUED Attendant Initial	RETURNED Supervisor Initial
CHANGE FUND \$50.00		
KEYS		
RADIO		

TIME IN	
LUNCH	
TIME OUT	
TOTAL HOURS WORKED	

DAILY ACTIVITY

OPEN / CLOSE / BREAK	CANISTER	COUNTER	TIME	SUPERVISOR

CERTIFICATION

I certify this Cashier Shift Report and Free entry Log(s) are a true and complete account of collections made by me on this date.

Employee Signature

Employee Printed Name

DRAFT

PARKING CONCEPTS, INC. Daily Master Report

BEACHES & HARBORS

Date: _____ Day: _____ Lot #: _____ Lot Name: _____

Weather: _____ Temperature: _____ Meter Lot: _____

TICKETS ISSUED

	LANE 1	LANE 2	LANE 3	LANE 4
CLOSE #				
START #				
TOTAL				

TOTAL TICKETS ISSUED: _____

ACTIVITY COUNTERS

LANE 1	LANE 2	LANE 3	LANE 4

ACTIVITY COUNTER TOTAL: _____

TICKETS	RATE	MONEY
	\$1.00	
	\$4.00	
	\$5.00	
	Film Company Revenue	
	Payroll Credit	
	Free Entries	
	TOTAL	
	OVER / <SHORT>	
	DEPOSIT	

SALES RECONCILIATION

A. METER SALES	\$ _____
B. ATTENDANT SALES	\$ _____
C. FILM COMPANY REVENUE	\$ _____
D. RENTAL	\$ _____
E. RESTAURANT/METER	\$ _____
F. OTHER: (Explain)	_____
	\$ _____
G. FILM COMPANY PAYROLL CREDIT	\$ _____
H. TOTAL ALL SALES	\$ _____
I. BANK DEPOSIT	\$ _____

CERTIFICATION

I certify that this report is true and correct.

Employee Signature

Employee's Printed Name

DRAFT

Parking Concepts, Inc.
BEACHES & HARBORS
Revenue Tally Sheet

Location Name:

Location Number:

Date:

Total Number of Canisters:

#1

#2

#3

Currency:

QUANTITY	BILLS	AMOUNT
	\$1.00	
	\$5.00	
	\$10.00	
	\$20.00	
	Other:	
	Other:	
	Misc:	

TOTAL ---->

Coinage:

QUANTITY	COINS	AMOUNT
	.01	
	.05	
	.10	
	.25	
	.50	
	1.00	

TOTAL ---->

GRAND TOTAL ---->

Counted By: _____

Verified By: _____

SAMPLE
REPORT

EMPLOYEE WARNING REPORT

Employee's Name _____ Date of Warning _____ Dept. _____ Shift _____

Clock or
Payroll No. _____

Type of Violation

<input type="checkbox"/> Attendance	<input type="checkbox"/> Carelessness	<input type="checkbox"/> Disobedience
<input type="checkbox"/> Safety	<input type="checkbox"/> Tardiness	<input type="checkbox"/> Work Quality
<input type="checkbox"/> Other _____		

W
A
R
N
I
N
G

Violation: Date _____

Violation: Time _____ a.m.
p.m.

Place Violation Occurred _____

Company Statement

Employee Statement

Check Proper Box

- ☐ I concur with the Company's statement.
☐ I disagree with the Company's statement for the following reasons:

I have entered my statement of the above matter.

Employee's Signature _____ Date _____

Warning Decision

Approved By _____ Name _____ Title _____ Date _____

List All Previous Warnings Below When Warned And By Whom

Previous Warning:	1st Warning
Date	_____
Verbal	_____
Written	_____
Previous Warning:	2nd Warning
Date	_____
Verbal	_____
Written	_____
Previous Warning:	3rd Warning
Date	_____
Verbal	_____
Written	_____

I have read this "warning decision" and understand it.

Employee's Signature _____ Date _____

Signature of person who prepared warning _____ Title _____ Date _____

Supervisor's Signature _____ Date _____

Copy Distribution

- | | | |
|--|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Employee | <input type="checkbox"/> Supervisor | <input type="checkbox"/> Foreman |
| <input type="checkbox"/> Personnel Dept. | | <input type="checkbox"/> Union Rep. |

DRAFT

MANAGERS CLAIM REPORT

Location No. ▶

Date ▶ _____

Claim No. ▶

Claimants last name ▶ _____

Did you personally investigate claim? Y/N _____. If no, name of person who investigated. _____

In your opinion, is attendant's version of accident correct? _____

If not, please explain. (Or if attendant does not give description of incident. Please include any pertinent information available.)

In your opinion, are we liable? Y/N _____ or Questionable? Y/N _____

If questionable, please give any additional details you believe to be important.

Have you taken any action regarding this claim? Y/N _____. If so, please describe.

MANAGER'S SIGNATURE ▶ _____ Ph. () _____

NOTE: Please Phone the office on completion of this form with the following information: Claim number, Claimants last name, and type of claim. Have all forms involving this claim in the main office no later than 24 hours from incident.

INTERVIEW REPORT

Name _____ Date _____

Position Desired: _____

Check the appropriate box in each category, then make additional comments below.

Appearance	Bearing	Expression	Job Knowledge	Motivation	Personality
<input type="checkbox"/> Indifferent to attire & grooming, sloppy unkempt.	<input type="checkbox"/> No bearing, lacks confidence, slovenly posture.	<input type="checkbox"/> Uncommunicative confused thoughts, poor vocabulary.	<input type="checkbox"/> None as pertains to this position.	<input type="checkbox"/> None, apathetic, indifferent, disinterested.	<input type="checkbox"/> Unpleasant
<input type="checkbox"/> Careless in attire, poor grooming.	<input type="checkbox"/> Often appears uncertain, poor posture.	<input type="checkbox"/> Poor speaker, hazy thoughts, ideas.	<input type="checkbox"/> Will need considerable training	<input type="checkbox"/> Doubtful interest in position.	<input type="checkbox"/> Slightly objectionable.
<input type="checkbox"/> Functional attire, neatly groomed.	<input type="checkbox"/> Holds self well, seems confident.	<input type="checkbox"/> Speaks well, expresses ideas adequately.	<input type="checkbox"/> Basic, but will learn on the job.	<input type="checkbox"/> Sincere desire to work.	<input type="checkbox"/> Likeable
<input type="checkbox"/> Well groomed.	<input type="checkbox"/> Sure of self, reflects confidence.	<input type="checkbox"/> Speaks, thinks clearly, with confidence.	<input type="checkbox"/> Well versed in position, little training needed.	<input type="checkbox"/> Strong interest in position, asks questions.	<input type="checkbox"/> Pleasing
<input type="checkbox"/> Immaculate attire and grooming.	<input type="checkbox"/> Highly confident, inspires others, asserts presence.	<input type="checkbox"/> Exceptional, speaks clearly, concisely with confidence, ideas well thought out.	<input type="checkbox"/> Extremely well versed, able to work without further training.	<input type="checkbox"/> Highly motivated, eager to work, asks many questions.	<input type="checkbox"/> Extremely pleasing, charming individual.

Overall Impression ☐ Unsatisfactory ☐ Marginal ☐ Satisfactory ☐ Very Good ☐ Excellent

Additional Comments: _____

Should We Interview Further?

☐ Yes ☐ No

(Interviewer)

(Date)

DRAFT

Parking Concepts Inc.

ATTENDANT'S REPORT

AUTO DAMAGE ▶ ☐ PERSONAL INJURY ▶ ☐ ARTICLE THEFT ▶ ☐
AUTO THEFT ▶ ☐ PROPERTY DAMAGE ▶ ☐ OTHER ▶ ☐

Location No. ▶ ☐ Date ▶ _____ Claim No. ▶ ☐

Claimant's Last Name _____

Claim investigated by ▶ _____

Did any employee see the accident or theft occur? Yes/No ☐

If yes, name of witness. ▶ _____ Give details:

Was Parking Concepts involved? ☐ If yes, give their name(s).

Name(s) ▶ _____

Was Damage caused by the attendant's carelessness? Y/N _____
Was Damage caused by mechanical failure or breakdown? Y/N _____

Other (Specify) _____

PLEASE ANSWER THE FOLLOWING: YES/NO

1. Did the customer park his/her own car? _____
2. Did the customer lock car and retain the keys? _____
3. Was the car parked on the premises before Attendant opened? _____
4. Was the car parked on the premises when Attendant closed? _____
5. Did customer leave the premises before reporting the damage? _____
6. How long before he/she returned before reporting the damage? _____
7. Was the damage fresh? _____
8. Were there any paint particles on the damaged area? _____
9. Was there any dust or road film on the damaged area? _____
10. Were there any paint particles or parts on the ground where the car was parked? _____

Other pertinent information: ▶ _____

ATTENDANT'S SIGNATURE ▶ _____

PH. ▶ ()

DRAFT

PARKING CONCEPTS, INC. Parking Lot Equipment Survey

BEACHES & HARBORS

Date: _____ Day: _____ Lot #: _____ Lot Name: _____

Equipment Condition
Check Appropriate Box

ITEM	POOR	FAIR	GOOD	FINE	COMMENTS
KIOSK					
VEHICLE COUNTER					
COIN / BILL COLLECTOR					
CARD READER					
AUTOMATIC GATE					
SAFE					
ENTRANCE / FEE SIGNS					
EXIT SPIKE UNIT					
WARNING SIGN					
CANISTER RECEPTACLE					
GATES					
FURNITURE					
LIGHTS					
MISCELLANEOUS EQUIPMENT:					

REPORT PREPARED BY: _____

EMPLOYEE PERFORMANCE EVALUATION

Name _____ Date _____

Dept. _____ Job Title _____

Check one: ☐ Annual ☐ New Employee ☐ Termination ☐ Other _____

Date of Last Review: _____ Date Employee Began Present Position: _____

Next Scheduled Review: _____

See rating information (Part III) on reverse side of this form.

1. Job Understanding: Employee possesses a clear knowledge of the responsibilities and the task he or she must perform.

2. Job Performance: The neatness, thoroughness and accuracy of employee's work.

3. Job Productivity: The quality of the employee's work in terms of volume and accomplishments.

4. Dependability: Can you rely upon this individual in terms of being on time and completion of tasks.

5. Cooperation: The ability to work willingly with associates, subordinates, supervisors and others.

6. Overall Rating

U	F	S	G	E	Comments

7. General comments as to employee's strengths, weaknesses and action taken to improve job performance _____

Supervisor _____ Reviewing Officer _____

Date _____ Date _____

Has this report been discussed with employee? ☐ Yes ☐ No, if not why? _____

☐ If yes, note employee's comments _____

Date Reviewed with Employee _____

Employee's Signature _____

(SEE INSTRUCTIONS ON REVERSE SIDE)

FORM P-4 - BUSINESS AND FINANCIAL SUMMARY

1. Client references. List all the governmental agencies and private organizations for which your firm has performed parking lot management service contracts during the last five years. *(At least 5 years experience in providing parking lot management services must be demonstrated.)* You must list all Los Angeles County contracts and jobs. Attach additional sheets if necessary.

CONFIDENTIAL/PROPRIETARY

Start of Contract	End of Contract	Name of Client	Address of Client	Contact Person	Phone Number
3/15/95	Present	City of Los Angeles, Department of Transportation (2 contracts, 8 locations)	555 Ramirez Street, Los Angeles, CA 90012	Ms. Roxanne Williams	213 972 4938
3/1/97	Present	City (Port) of Los Angeles World Cruise Center & Catalina Terminal	425 S. Palos Verdes Street San Pedro, CA 90733	Ms. Jo Ann Bambridge	310 732 3471
12/16/97	Present	City of Glendale (7 locations)	633 E. Broadway, Room 300 Glendale, CA 91206	Mr. Jano Baghdanlian	818 548 3960
3/1/96	Present	City of Norwalk	12700 Norwalk Boulevard Norwalk, CA 90651	Mr. Gary DiCorpo	562 929 5514
6/1/96	Present	County of Orange (2 contracts, 7 locations)	GSA Real Estate 300 N. Flower Street, Suite 313 Santa Ana, CA 92703	Mr. Peter Warren	714 834 5417
8/11/00	Present	City of Hermosa Beach (2 locations)	1315 Valley Drive Hermosa Beach, CA 90245	Mr. Steve Burrell	310 318 0225
10/1/00	Present	City of Inglewood (2 locations)	One Manchester Boulevard Inglewood, CA 90301	Mr. Vincent Lee	310 412 5626
4/16/91 and 10/16/01	4/15/96 Present	County of Los Angeles Department of Beaches and Harbors	13837 Fiji Way Marina del Rey, CA 90292	Ms. Vivian Sanner	310 305 9508
7/1/04	Present	City of Santa Monica	1685 S. Main St., Rm. 115 Santa Monica, CA 90407	Mr. Bill Bortfeld	310 458 8299
9/1/79	Present	Northrop Headquarters Century City (2 locations)	1800-1840 Century Park East Century City, CA 90067	Mr. Chris Bailey	310 556 6850
7/1/81	Present	21 st Century Plaza	6301 Owensmouth Woodland Hills, CA 91367	Ms. Joy Jugovic	818 704 0500

8/1/01	Present	John Wayne Airport	3160 Airport Avenue Costa Mesa, CA 92626	Mr. Scott Hagen	949 252 5241
7/1/99	Present	Loews Santa Monica Beach Hotel	1700 Ocean Avenue Santa Monica, CA 90401	Mr. Gary Kunesch	310 458 6700
4/1/98	Present	Verizon Amphitheatre	8808 Irvine Center Drive Irvine, CA 92618	Mr. Matt Curto	949 855 8095
8/1/98	Present	Cinerama Dome Hollywood	354 S. Spring St. Los Angeles, CA 90013	Mr. Jay Virata	213 977 1658

2. How many full-time workers does your firm employ?

1,360+

3. How many hours did your part-time employees work last year?

299,500

(240 Part-Time Employees)

4. Attach an organization chart or describe the organization of your firm:

Please see "Organization Chart" at the end of this section.

5. Credit references. List at least three recent credit or financial references:

Name	Address	Business Relationship	Contact Person	Phone Number
City National Bank	18111 Von Karman Ave. Irvine, CA 92612	Lead Bank	Mr. David Dinges Vice President	949 223 4042
Driver Alliance Insurance Service	325 E. Hillcrest Dr. Suite 250 Thousand Oaks, CA 91360	Primary Insurance Broker	Ms. Kathy Phillips Account Executive	866 805 7275
Digital Printing Systems, Inc.	777 N. Georgia Avenue Azusa, CA 91702	Primary Provider of Printed Materials	Mr. Peter Young President	818 334 1244
T.C. Maintenance, Inc.	14738 Keswick Street Van Nuys, CA 91405	Supplier of Signs, Equipment and Lot Striping Services	Mr. Tim Curcio	818 994 2558

6. EVIDENCE OF INSURABILITY. Attach a letter of commitment, binder or certificate of current insurance coverage meeting the limits and other requirements of Section 3.9 of the contract.

Note: Please see "Certificate of Insurance" at the end of this section.

7. FINANCIAL STATEMENT. You must attach an audited or reviewed financial statement (balance sheet and income statement) current as of January 2005 or a later date. (Proposals with no financial information unaudited or unreviewed documents may be disqualified.)

Note: Please see "Financial Statements" at the end of this section.

8. LABOR AND PAYROLL VIOLATIONS. Within the last three years, a public entity (including, but not limited to, the State Labor Commission, the Los Angeles County Auditor-Controller, the Los Angeles County Office of Affirmative Action Compliance and any other County department):

- ☐ Has not found the Proposer responsible for any labor, wage or payroll violations.
- ☒ Has found the Proposer responsible for the following violations:

*Note: The State Division of Labor Standards Enforcement performed a record check and found two (2) reported violations.
#1 was a "meal break" claim filed with Labor Board. Due to a schedule mix-up PCI failed to appear. A minor cash award was awarded and not appealed by Parking Concepts.
#2 was also a "meal break" claim that was a legitimate complaint Parking Concepts agreed to a minor cash award.

(Failure to provide accurate or complete information may result in termination of Contract or debarment from future County contracts for three years.)

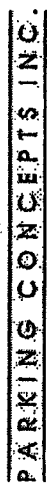
9. DEBARMENT FROM GOVERNMENT CONTRACTS. Within the last ten years, a public entity

- ☒ Has not debarred the Proposer from any contract.
- ☐ Has debarred the Proposer from contracting for the following reasons:

10. HEALTH CARE BENEFITS. If you are seeking credit against the living wage for maintaining a bona fide health care benefit plan, attach the insurer's plan description and premium invoice or premium quotation for all full-time employees assigned to this contract. (\$1.14 per hour credit will be allowed against the living wage amount of \$9.46 per hour per employee for bona fide health benefits. The Proposer must show that it is paying at least \$1.14 per hour per covered employee toward the plan.)

Note: Parking Concepts' health care benefit commitment and obligation is addressed in the Teamsters Local Union 911 contract under Section 18, Group Insurance (copy attached).

11. ADDITIONAL INFORMATION (Attach pages if necessary):

[illegible]

ACORD CERTIFICATE OF LIABILITY INSURANCE

OP ID MG
PARKI-2

DATE (MM/DD/YYYY)
05/26/05

PRODUCER

Driver Alliant Ins. Services
325 E. Hillcrest Drive, Suite
Thousand Oaks CA 91360
Phone: 805-777-4770

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW

INSURED

Parking Concepts, Inc.
DBA: Transportation Concepts
12 Mauchly, Unit "I"
Irvine CA 92718

INSURERS AFFORDING COVERAGE

NAIC #

INSURER A: Clarendon America Ins. Co.
INSURER B: Lloyds, London
INSURER C: Scottsdale Insurance Company
INSURER D: Mt. Hawley Ins. Co.
INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
		GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPIOP AGG \$
A		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> SIR \$100,000	XSR00411088	06/01/05	06/01/06	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
C		EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE \$ RETENTION \$	XLS0028429	06/01/05	06/01/06	EACH OCCURRENCE \$20,000,000 AGGREGATE \$20,000,000 \$ \$ \$ WC STATU- TORY LIMITS <input type="checkbox"/> OTH- ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER				
B		Physical Damage	05DIR3312	06/01/05	06/01/06	Deductibl \$10,000
D		2nd Layer Excess	MXU0302411	06/01/05	06/01/06	Limit \$5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

*10 days notice for non-payment.

CERTIFICATE HOLDER

EVIDENCE

Evidence of Insurance
Proof of Coverage in Force

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30* DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Marla Howard

NOTEPAD:

INSURED'S NAME: Parking Concepts, Inc.

PARK1-2

PAGE 2

OP ID MC

DATE 05/26/05

Please combine this certificate with coverages provided by the certificate you receive from the agency of Curtis & Sullivan for the General Liability.

Their policies provide underlying coverage for our excess policies as follows:

General Liability	\$1,000,000	Limit	Golden Eagle
Combined Limits are as follows:			
\$26,000,000	each occurrence	/\$27,000,000 aggregate - General Liability	
\$26,000,000	each accident	- Automobile Liability	

ACORD_{TM} CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YY) 05/24/05
PRODUCER 949 250-7172 SullivanCurtisMonroe-#0721187 2100 Main Street, Suite 350 Irvine, CA 92614		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. INSURERS AFFORDING COVERAGE
INSURED Parking Concepts, Inc. 12 Mauchly, Building I Irvine, CA 92718		
		INSURER A: Peerless Insurance Company
		INSURER B: United States Fire Insurance Company
		INSURER C:
		INSURER D:
		INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	CBP9720676	06/01/05	06/01/06	EACH OCCURRENCE \$1,000,000 FIRE DAMAGE (Any one fire) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	CBP9720676	06/01/05	06/01/06	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> Garagekeepers	CBP9720676	06/01/05	06/01/06	AUTO ONLY - EA ACCIDENT \$1,000,000 OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
	EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE \$ RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	4066800327	06/01/05	06/01/06	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
A	OTHER Automobile Physical Damage	CBP9720676	06/01/05	06/01/06	Comprehensive: \$1,000 Collision: \$1,000 ded.

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

** Supplemental Name **

Parking Concepts, Inc.
 dba: Transportation Concepts
 Technology in Parking, Inc.
 (See Attached Descriptions)

CERTIFICATE HOLDER	ADDITIONAL INSURED; INSURER LETTER:	CANCELLATION Ten Day Notice for Non-Payment of Premium
For Bid Purposes		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE <i>Connie Agudo</i>

IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

DESCRIPTIONS (Continued from Page 1)

Parking Concepts, Inc./Daja, Inc. a California Limited Partnership
Parking Concepts Shuttle Services, Inc

PARKICON1

DATE (MM/DD/YY)
05/24/05

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

INSURER A:	Peerless Insurance Company
INSURER B:	United States Fire Insurance Company
INSURER C:	
INSURER D:	
INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY	CBP9720676	06/01/05	06/01/06	EACH OCCURRENCE	\$1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Any one fire)	\$100,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person)	\$5,000
					PERSONAL & ADV INJURY	\$1,000,000
					GENERAL AGGREGATE	\$2,000,000
					PRODUCTS - COMP/OP AGG	\$1,000,000
GEN'L AGGREGATE LIMIT APPLIES PER:						
<input type="checkbox"/> POLICY	<input type="checkbox"/> PRO-JECT	<input type="checkbox"/> LOC				
A	AUTOMOBILE LIABILITY	CBP9720676	06/01/05	06/01/06	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
	<input type="checkbox"/> ANY AUTO					
	<input type="checkbox"/> ALL OWNED AUTOS					
	<input checked="" type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per person)	\$
	<input checked="" type="checkbox"/> HIRED AUTOS				BODILY INJURY (Per accident)	\$
	<input checked="" type="checkbox"/> NON-OWNED AUTOS				PROPERTY DAMAGE (Per accident)	\$
A	GARAGE LIABILITY	CBP9720676	06/01/05	06/01/06	AUTO ONLY - EA ACCIDENT	\$1,000,000
	<input type="checkbox"/> ANY AUTO				OTHER THAN AUTO ONLY: EA ACC	\$
	<input type="checkbox"/> Garagekeepers				AGG	\$
	EXCESS LIABILITY				EACH OCCURRENCE	\$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE	\$
						\$
	<input type="checkbox"/> DEDUCTIBLE					\$
	<input type="checkbox"/> RETENTION \$					\$
						\$
						\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	4066800327	06/01/05	06/01/06	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER	
	E.L. EACH ACCIDENT				\$1,000,000	
	E.L. DISEASE - EA EMPLOYEE				\$1,000,000	
	E.L. DISEASE - POLICY LIMIT				\$1,000,000	
A	OTHER Automobile Physical Damage	CBP9720676	06/01/05	06/01/06	Comprehensive: \$1,000 Collision: \$1,000 ded.	

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS	

**** Supplemental Name ****

Parking Concepts, Inc.
dba: Transportation Concepts

Re: For Bid Purposes Only

CERTIFICATE HOLDER

ADDITIONAL INSURED: INSURER LETTER:

CANCELLATION Ten Day Notice for Non-Payment of Premium

For Bid Purposes

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

ACORD 25-S (7/97) 1 of 2

#M8341

EGG RECORD CORPORATION 1988

IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

Wright Ford Young & Co.

Certified Public Accountants and Consultants, Inc.

CONFIDENTIAL

December 9, 2004

**To the Board of Directors of
Parking Concepts, Inc.:**

We have reviewed the accompanying balance sheet of Parking Concepts, Inc. as of October 31, 2004, and the related statements of income, shareholder's equity and cash flows for the year then ended, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. All information included in these financial statements is the representation of the management of Parking Concepts, Inc.

A review consists principally of inquiries of Company personnel and analytical procedures applied to financial data. It is substantially less in scope than an audit in accordance with auditing standards generally accepted in the United States of America, the objective of which is the expression of an opinion regarding the financial statements taken as a whole. Accordingly, we do not express such an opinion.

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America.

Wright Ford Young & Co.
WRIGHT FORD YOUNG & CO.

Pages 2-13
removed and on
file with the
Department of
Beaches and
Harbors as
marked
CONFIDENTIAL

REQUEST FOR PROPOSALS – PROPOSER'S CERTIFICATION

On behalf of Proposer PARKING CONCEPTS, INC., the undersigned certifies, declares and agrees as follows:

1. **Absence of Any Conflict of Interest.** The Proposer is aware of the provisions of Section 2.180.010 of the Los Angeles County Code and certifies that neither Proposer nor its officers, principals, partners or major shareholders are employees of either the County or another public agency for which the Board of Supervisors is the governing body or a former employee who participated in any way in the development of the Contract or its service specifications within 12 months of the submission of this Proposal.

2. **Independent Price Determination.** The Proposer certifies that the prices quoted in its Proposal were arrived at independently, without consultation, communication, or agreement with any other Proposer for the purpose of restricting competition.

3. **Compliance with County Lobbyist Ordinance.** The Proposer is familiar with the requirements of Chapter 2.160 of the Los Angeles County Code. All persons acting on Proposer's behalf have complied with its provisions and will continue to do so pending and subsequent to the award of the Contract by the Board of Supervisors.

4. **Antidiscrimination.**

(a) In accordance with Section 4.32.010.A of the Los Angeles County Code, all persons employed by the Proposer, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin or sex and in compliance with all anti-discrimination laws of the United States and the State of California. The following policies and procedures shall be in force and effect over the Contract term: (1) a written policy statement prohibiting discrimination in all phases of employment; (2) periodic self-analysis or utilization analysis of Proposer's work force; (3) a system for determining if Proposer's employment practices are discriminatory against protected groups; and (4) where problem areas are identified in employment practices, a system for taking reasonable corrective action to include establishment of goals or timetables;

OR:

(b) Proposer is exempt from the provisions of Section 4.32.010 because the Contract is for the performance of professional, scientific, expert or technical services of a temporary and occasional character involving only a single individual or an individual or a firm employing less than 10 persons in connection with the performance of such Contract.

5. **Consideration of GAIN/GROW Participants for Employment.** As a threshold requirement for consideration for Contract award, Proposer shall demonstrate a proven record of hiring GAIN/GROW participants or shall attest to a willingness to consider GAIN/GROW participants for any future employment opening. Additionally, Proposer shall attest to a willingness to provide employed GAIN/GROW participants access to the Proposer's employee mentoring program, if available, to assist these individuals in obtaining permanent employment and promotional opportunities.

Proposer has a proven record of hiring GAIN/GROW participants (subject to verification; attach proof);

OR:

Proposer is willing to consider GAIN/GROW participants for any future employment opening and to provide employed GAIN/GROW participants access to the Proposer's employee mentoring program, if available.

On behalf of Proposer, I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct:

Vice President

ROBERT HINDLE

Name

Title

Robert Hindle

Signature

July 10, 2005

Date

County of Los Angeles – Community Business Enterprise Program (CBE)

FORM P-6

Request for Local SBE Preference Program Consideration and
CBE Firm/ Organization Information Form

INSTRUCTIONS: All proposers/bidders responding to this solicitation must complete and return this form for proper consideration of the proposal/bid.

I. LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM:

FIRM NAME: PARKING CONCEPTS, INC.

☒ I AM NOT ☐ A Local SBE certified by the County of Los Angeles Office of Affirmative Action Compliance as of the date of this proposal/bid submission.

☐ As an eligible Local SBE, I request this proposal/bid be considered for the Local SBE Preference.

My County (WebVen) Vendor Number: 05946502

II. FIRM/ORGANIZATION INFORMATION: The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to race/ethnicity, color, religion, sex, national origin, age, sexual orientation or disability.

Business Structure: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Non-Profit <input type="checkbox"/> Franchise <input type="checkbox"/> Other (Please Specify) _____						
Total Number of Employees (including owners): <u>1574</u>						
Race/Ethnic Composition of Firm. Please distribute the above total number of individuals into the following categories:						
Race/Ethnic Composition	Owners/Partners As Social Partners		Managers		Staff	
	Male	Female	Male	Female	Male	Female
Black/African American	0	0	10	7	98	106
Hispanic/Latino	0	0	39	9	504	287
Asian or Pacific Islander	0	0	6	1	104	17
American Indian	0	0	1	0	5	2
Filipino	0	0	5	3	70	10
White	1	0	23	9	194	79

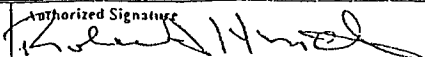
III. PERCENTAGE OF OWNERSHIP IN FIRM: Please indicate by percentage (%) how ownership of the firm is distributed.

	Black/African American	Hispanic/Latino	Asian or Pacific Islander	American Indian	Filipino	White
Men	0 %	0 %	0 %	0 %	0 %	100 %
Women	0 %	0 %	0 %	0 %	0 %	0 %

IV. CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, AND DISABLED VETERAN BUSINESS ENTERPRISES: If your firm is currently certified as a minority, women, disadvantaged or disabled veteran owned business enterprise by a public agency, complete the following and attach a copy of your proof of certification. (Use back of form, if necessary.)

Agency Name	Minority	Women	Dis- advantaged	Disabled Veteran	Expiration Date
N/A					

V. DECLARATION: I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE.

Print Authorized Name ROBERT HINDLE	Authorized Signature 	Title Vice President	Date 7/6/2005
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COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM

FORM P-7

ACKNOWLEDGEMENT AND STATEMENT OF COMPLIANCE
LABOR/PAYROLL/DEBARMENT HISTORY

Firm must complete and submit a separate form (make photocopies of form) for each instance of (check the applicable box below):

- ☐ An alleged claim, investigation or proceeding relating to an alleged Labor Law/Payroll Violation for an incident occurring within the past three (3) years of the date of the proposal.
- ☐ A determination by a public entity within three (3) years of the date of the proposal that the Firm committed a Labor Labor/Payroll Violation.
- ☐ A debarment by a public entity listed below within the past ten (10) years.

Print Name of Firm:	Print Name of Owner:
Print Address of Firm:	Owner's/Agent's Authorized Signature:
City, State, Zip Code:	Print Name and Title:

Public Entity Name:	Date of Incident:	
Case Number/Date Claim Opened:	Case Number:	Date Claim Opened:
Name and Address of Claimant:	Name:	Note: N/A. As per instructions from Susy Orellana, Parking Concepts does not need to complete this Form P-7 due to our Collective Bargaining Agreement that specifically exempts all conditions of the Living Wage Program.
	Street Address:	
	City, State, Zip:	
Description of Work: (e.g., janitor)		
Description of Allegation and/or Violation:		
Disposition of Finding (attach disposition letter): (e.g., Liquidated Damages, Penalties, Debarment, etc.)		

☐ Additional Pages are attached for a total of _____ pages.

**COUNTY OF LOS ANGELES
LIVING WAGE ORDINANCE**

Contractor Living Wage Declaration

The contract to be awarded pursuant to this Request for Proposal (RFP) is subject to the County of Los Angeles Living Wage Ordinance (Program). You must declare your intent to comply with the Program.

If you believe that you are exempt from the Program, please complete the Application for Exemption form and submit it, as instructed in the RFP, to the County awarding department.

Please check the option that best describes your intention to comply with the Program.

I do not have a bona fide health care benefit plan for those employees who will be providing services to the County under the contract. I will pay an hourly wage rate of not less than **\$9.46 per hour per employee.**

I do have a bona fide health care benefit plan for those employees who will be providing services to the County under the contract but will pay into the plan **less than \$1.14 per hour per employee.** I will pay an hourly wage of not less than **\$9.46 per hour per employee.**

I do have a bona fide health care benefit plan for those employees who will be providing services to the County under the contract and will pay into the plan **at least \$1.14 per hour per employee.** I will pay an hourly wage of not less than **\$8.32 per hour per employee.**

Health Plan(s): _____

Company Insurance Group Number: _____

Health Benefit(s) Payment Schedule: **Note: N/A. As per instructions from Susy Orellana, Parking Concepts does not need to complete this Form P-8 due to our Collective Bargaining Agreement that specifically exempts all conditions of the Living Wage Program.**

Monthly _____ Quarterly _____ Bi-Annual _____

Annually _____ Other: _____

PLEASE PRINT COMPANY NAME: _____

I declare under penalty of perjury under the laws of the State of California that the above is true and correct.

SIGNATURE: _____

PLEASE PRINT NAME: _____

DATE: _____

TITLE OR POSITION _____

COUNTY OF LOS ANGELES CONTRACTOR EMPLOYEE JURY SERVICE PROGRAM CERTIFICATION FORM AND APPLICATION FOR EXCEPTION

The County's solicitation for this Request for Proposals is subject to the County of Los Angeles Contractor Employee Jury Service Program (Program), Los Angeles County Code, Chapter 2.203. All proposers, whether a contractor or subcontractor, must complete this form to either certify compliance or request an exception from the Program requirements. Upon review of the submitted form, the County department will determine, in its sole discretion, whether the Bidder is excepted from the Program.

Company Name:	PARKING CONCEPTS, INC.		
Company Address:	1801 S. Georgia St.		
City: Los Angeles	State: CA	Zip Code: 90015	
Telephone Number:	(213) 746-5764		
Solicitation For (Type of Services):	Proposal for Parking Management Services		

If you believe the Jury Service Program does not apply to your business, check the appropriate box in Part I (attach documentation to support your claim); or, complete Part II to certify compliance with the Program. Whether you complete Part I or Part II, please sign and date this form below.

Part I: Jury Service Program is Not Applicable to My Business

- ☐ My business does not meet the definition of "contractor," as defined in the Program, as it has not received an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts (this exception is not available if the contract itself will exceed \$50,000). I understand that the exception will be lost and I must comply with the Program if my revenues from the County exceed an aggregate sum of \$50,000 in any 12-month period.
- ☐ My business is a small business as defined in the Program. It 1) has ten or fewer employees; and, 2) has annual gross revenues in the preceding twelve months which, if added to the annual amount of this contract, are \$500,000 or less; and, 3) is not an affiliate or subsidiary of a business dominant in its field of operation, as defined below. I understand that the exception will be lost and I must comply with the Program if the number of employees in my business and my gross annual revenues exceed the above limits.

"Dominant in its field of operation" means having more than ten employees, including full-time and part-time employees, and annual gross revenues in the preceding twelve months, which, if added to the annual amount of the contract awarded, exceed \$500,000.

"Affiliate or subsidiary of a business dominant in its field of operation" means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation.

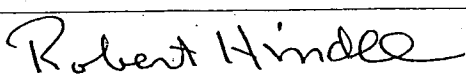
- ☒ My business is subject to a Collective Bargaining Agreement (attach agreement) that expressly provides that it supersedes all provisions of the Program.

OR

Part II: Certification of Compliance

- ☐ My business has and adheres to a written policy that provides, on an annual basis, no less than five days of regular pay for actual jury service for full-time employees of the business who are also California residents, or my company will have and adhere to such a policy prior to award of the contract.

I declare under penalty of perjury under the laws of the State of California that the information stated above is true and correct.

Print Name: ROBERT HINDLE	Title: Vice President
Signature: 	Date: July 10, 2005

COLLECTIVE BARGAINING AGREEMENT

BY AND BETWEEN

TEAMSTERS LOCAL UNION NO. 911

And

PARKING CONCEPTS

For

BEACHES

PURSUANT TO CONTRACT WITH COUNTY OF

LOS ANGELES, DEPARTMENT OF BEACHES & HARBORS

Term of Agreement

July 1, 2005

Through

June 30, 2010

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WHEREAS, Parking Concepts (the Company) has a contract with the County of Los Angeles Department of Beaches and Harbors to operate public parking facilities pursuant to a RFP.

WHEREAS, the Company now hereby recognizes Teamsters Local 911 (the Union) as the lawful collective bargaining agent for their rank-and-file employees at such public beach parking facilities;

WHEREAS, the parties desire to have in place a collective bargaining agreement to govern their relationship;

NOW THEREFORE, the parties agree as follows:

AGREEMENT

This Agreement is made and entered into as of the 1st day of July 2005, by and between PARKING CONCEPTS, hereinafter referred to as the "Company" and TEAMSTERS LOCAL 911, an affiliate of the International Brotherhood of Teamsters, hereinafter referred to as the "Union".

ARTICLE 1 - DEFINITIONS

Section 1. "Employee or Employees" is defined as all employees of the Company at beach parking lots as designated pursuant to the RFP described above (hereinafter referred to as "Beaches") subject to the terms and conditions of the parking agreement between the County of Los Angeles, Department of Beaches and Harbors and Parking Concepts, excluding office employees, and supervisory employees with authority to hire, promote, discharge, discipline or otherwise effect changes in the status of the employees or effectively recommend such action.

Section 2. Effective as of July 1, 2005, all employees hired at a beach parking facility on or after October 1, 2005, will be considered to be temporary employees during a probationary period, which extends for the first ninety (90) days of their employment, and subject to termination at the discretion of the Company, there shall be no recourse to the grievance and arbitration procedure contained in this Agreement or otherwise. When the probationary period has been completed, the employee will receive seniority retroactive to the date of hire.

Section 3. This Agreement shall remain in full force from July 1, 2005 to the earlier of June 30, 2010 or such date as the Company may lose its contract with the Department of Beaches and Harbors, and shall automatically continued year to year thereafter until and unless either party serves written notice upon the other party sixty (60) days prior to June 30, 2010, or prior to any subsequent annual expiration date, that changes are desired.

ARTICLE 2 - RECOGNITION

Section 1. Recognition: The Company recognizes the Union as the sole collective bargaining representative for all employees of the Company working at the Beach parking facilities as defined in Article 1.

Section 2: Union Membership: It shall be a condition of employment that all employees of the Company covered by this Agreement shall become and remain members in good standing in the Union. Those who are not members on the effective date of this Agreement shall, on the thirty first (31st) calendar day following the effective date of this Agreement, become and thereafter remain members in good standing in the Union. All new employees hired after the effective date of this Agreement shall, on the thirty-first (31st) calendar day following employment, become and remain members in good standing in the Union.

Section 3: Removals from Employment: The Union agrees that written notice shall be given to the Company at least seventy-two (72) hours before any regular employee is to be removed from his/her employment by reason of his/her failure to maintain his/her membership in good standing in the Union, in accordance with Section 2 of this Article.

Section 4: Check-off of Initiation Fees and/or Union Dues: The Company shall deduct from the first paycheck of each month, and turn over to the Union for the duration of this Agreement, initiation fees (installments of \$25 per month until fully paid), dues and other fees of such members of the Union as individually authorized in writing (including D.R.I.V.E. contributions), such authorization to comply with the Labor Management Relations Act of 1947. Employees hired within the first forty-five (45) days of this Agreement shall not be subject to the initiation fee requirement.

Section 5: Notice: The Company shall, on or before the tenth (10th) day of the month, by mail, notify the Union of all new hires during the previous month.

Section 6: Indemnity: The Union shall indemnify and save the Company harmless against any and all claims demands, suits, or other forms of liability that shall arise out of or by reason of action taken or not taken by the Company for the purpose of complying with any of the provisions of this Article, or in reliance on any list, notice of assignment furnished by the Union.

ARTICLE 3 - GRIEVANCE & ARBITRATION PROCEDURE

Section 1: In the event of a grievance or dispute arising under the terms of this Agreement, the Union steward shall take the matter up with the Company's representative within ten (10) days of the occurrence, giving rise to the grievance or reasonable knowledge of the occurrence, and every effort shall be made to reach a satisfactory solution.

Section 2. It is expressly understood and agreed that any request for arbitration of a discharge of any employee must be made in writing by an official of the Union to the Company within ten (10) working days from the date of the discharge, and the request must be made on behalf of an employee entitled to arbitrate his/her discharge, or the discharge shall not be subject to arbitration. This time limit can be extended by the parties only upon mutual written agreement. In the case of an arbitration of a discharge, the arbitrator may sustain the discharge or may order the reinstatement of the employee with or without compensation for some or all of the days lost.

Section 1. The parties agree that during the life of this Agreement, there shall be no strike, sympathy strike, slowdown, sitdown, work stoppage or lockout by any party to this Agreement.

ARTICLE 5 - PAY PERIOD & PAYROLL DEDUCTION

Section 2. Employees shall be responsible for the reasonable cost of repair; reasonable loss of use, if any; or replacement of lost, stolen, or damaged property when due to their negligence.

Any employee, except as otherwise provided herein, through the Union may avail himself of the grievance procedure set forth in Article 3 hereof to contest any action taken by the Company pursuant to this Section and the Company agrees to abide by the decision rendered through such procedure.

Section 3. Employees shall be accountable for all receipts collected by them and responsible for errors on collection of parking tickets. The Company shall have the right to summarily discharge an employee for stealing, dishonesty and or/ticket manipulation, and for unsatisfactorily explained repeated errors in parking tickets, reports and collections. Employee shall be personally responsible for shortages.

Section 4. Except as provided in Section 2 of this Article, no deductions shall be made from the paycheck of any employee without the written consent of the employee, other than those deductions required by law and as provided in this Agreement.

ARTICLE 6 - UNIFORMS

Section 1. The Company agrees to provide employees with a complete set of uniforms.

Section 2. Additional uniforms required by the Company shall be furnished by the Company.

Section 3. Employee uniforms shall be paid for and shall belong to the Company.

Section 4. The Company may charge a uniform deposit not to exceed \$50 maximum, to be deducted from the employee's first two paychecks following employment. Said uniform deposit shall be returned to the employee in full upon termination, provided the employee has returned all uniforms.

Section 5. The Company has the authority to require employees to wear uniforms as prescribed by the Company, which must be worn in a neat and proper manner acceptable to the Company. An employee who does not report to work fully and properly dressed in his/her uniform may not be permitted to work. Repeated failure to wear uniforms, including the wearing of uniforms in a manner unacceptable to the Company, shall be deemed unsatisfactory performance and shall subject the employee to progressive disciplinary action.

ARTICLE 7 - DISCIPLINE AND DISCHARGE

Section 1. Employees shall be subject to discipline or discharge by the Company for just cause.

Section 2. Without limiting the foregoing paragraph, the parties agree that the Company may discharge employees without the necessity for a prior oral or written warning to the employee(s) involved for actions such as but not limited to: dishonesty; theft; gross negligence; continued poor performance; job abandonment; ticket manipulation; insubordination; use, possession or being under the influence of drugs, or alcohol; refusal to submit to a drug or alcohol test; fighting with or harassment of employees or customers; willful damage and/or vandalism to company property.

Section 3. Disciplinary Notices. A copy of all disciplinary notices shall be given to the employee at the time of the discipline.

ARTICLE 8 - HOURS OF WORK AND OVERTIME

Section 1. Hours of Work. With the exception of the implementation of Section 3 of this Article, the normal workweek shall be five (5) eight (8) hour days as scheduled by the Company, Monday to Sunday

Section 2. Overtime. Time and one-half shall be paid for hours worked in excess of forty (40) in any one week. With the exception of the implementation of Section 3 of this Article, time and one-half shall be paid for hours worked in excess of eight (8) in any one day.

Section 3. Four-Day Workweek Option. In lieu of paying the overtime premium required by this Agreement and state law for all hours worked in excess of eight (8) in any one day, the Company may adopt, pursuant to a written agreement voluntarily agreed to between the company and the Union, a workweek that includes no more than four (4) scheduled workdays of up to ten (10) hours each, as long as the employee(s) receive at least two (2) consecutive days off within each work week.

Section 4. Two (2) times the hourly rate will be paid for all hours worked:

- A. In excess of twelve (12) hours in any one (1) day.
- B. In excess of eight (8) hours on the sixth (6th) day worked in a workweek.
- C. On the seventh (7th) day worked in a workweek.

Section 5. There shall be no pyramiding of overtime pay.

Section 6. Employees are required to notify the Company at least two hours in advance in all cases of absence or lateness.

ARTICLE 9 - COOPERATION

Upon request, the Union agrees to cooperate with the Company in matters involving governmental rules and regulations where they affect the business of the Company, its ability provide employment, and to pay the wage scale agreed upon.

ARTICLE 10 - JOB CLASSIFICATIONS & WAGE RATES

Section 1. Wage rates for all employees covered by this Agreement shall be set forth in Attachment AA@ attached hereto and made a part of this Agreement.

Section 2. Part-time Employees:

- A. Defined: Those employees who are regularly scheduled to work less than forty (40) hours per week.
- B. Utilization: Notwithstanding any other provisions of this Agreement the Company shall have the right to utilize employees as employees for breaks, leaves of absence, absenteeism, vacation, seasonal or other unusual situations, including temporary changes in demand on other than a regular, full-time basis, as set forth in this Article 10. Said employees shall be referred to as part-time employees.
- C. Separate Seniority Roster: Part-time employees' seniority shall be maintained separate and apart from the seniority list of regular, full-time employees.
- D. Union Membership: Part-time employees shall be required to comply with the Union seniority clause Article 2.2.
- E. Probation: The first ninety (90) days worked by a part-time employee shall constitute a probationary period.
- F. Reporting Pay: Part-time employees are guaranteed four (4) hours in a any one (1) day they are required to report to work, whether utilized by the Company or not.
- G. Overtime: The parties expressly understand and agree that if, because of unusual circumstances, a part-time employee works over eight (8) hours in any one (1) day, depending on his/her shift schedule, or over forty (40) hours in any one (1) week, he/she shall be entitled to overtime pay provided for in this Agreement.

However, under no other circumstances are part-time employees entitled to overtime pay, and none of the daily or weekly guarantees of this Agreement shall apply to part-time unless provided for in this Article.

- H. Scheduling: Regular-scheduled workdays will be designated. The Company retains the option of changing the designated workdays and/or increasing or decreasing the number of days to be worked by part-time employees. Hours of work and/or workdays will be offered on a seniority basis.
- I. Seniority: If an employee is transferred from part-time to full-time employment, benefit eligibility will, thereafter, be computed from the individual's hire date. Refusal of a full-time job will not jeopardize the employee's seniority on the part-time seniority roster. It is not the intent of the Company to use part-time employees to replace full-time employees.
- J. Benefits: A part-time employee will not be entitled to vacation pay or any other benefits except holiday pay.

ARTICLE 11 - SENIORITY

Section 1. Seniority for the purposes of this Agreement shall begin to accrue from the date of the employment at the parking operations at one of the Beaches. Part-time employees shall be entitled to seniority only as it relates to other part-time employees.

Section 2. If qualifications are, in the Company's judgment, essentially equal, seniority shall govern for the purpose of promotions, transfers, layoffs and recalls.

Section 3: Regular, full-time employees will not, normally, be used outside their classification.

ARTICLE 12 - BUSINESS REPRESENTATIVE AND BULLETIN BOARDS

Section 1. The Business Representative or any authorized agent of the Union shall be permitted to visit the place of employment of an employee at any time for the purpose of checking employees' credentials, or to gain information concerning matters involved in this Agreement.

However, such Business Representative or authorized agent of the Union shall not interfere with the operations of the Company and shall notify the management of his/her presence and the purpose of his/her visit immediately upon entering the premises.

Section 2. The Company shall provide at no expense to the Union, a bulletin board to be placed next to an entrance where the employees report for work and to place such items on said board relating to the Union affairs that the Union so desires.

Section 3. The Company agrees to deliver to the Union any and all information requested regarding wage rates, job classifications, seniority dates, health and welfare coverage and payments to employees.

ARTICLE 13 - UNION STEWARDS

Section 1. The Company recognizes the right of the Union to designate, at the Union's discretion, no more than two (2) job stewards and two (2) alternates. The Union shall notify the Company in writing of the names of the job stewards and alternates at the time they are appointed. The authority of job stewards and alternatives designated by the Union shall be limited to, and shall not exceed, the following duties and activities:

- A. The investigation and presentation of grievances with the Company; in accordance with the provisions of this Agreement; and
- B. The transmission of messages and information, which originate with and are authorized by the Union or its officers, provided such messages and information:
 - Have been reduced to writing and signed by an authorized Union officer, who is not employed by the Company; or
 - If such messages and information have not been reduced to writing, are of a routine nature and do not involve work stoppages, slowdowns, refusal to handle goods or any other interference with the Company's business.

Job Stewards and alternates have no authority to take strike action or any other action interrupting the Company's business, except as authorized by the official action of the Union and not in violation of this Agreement. Violation of this clause shall be cause for immediate discharge.

Any steward appointed after the effective date of this Agreement shall be permitted to spend no more than two (2) working hours per week without loss of time or pay on processing and presenting grievances. The Union, related activities of the job stewards

and alternates, as defined above, shall not interfere unreasonably with the regular or assigned duties of those employees.

Section 2. The Chief Steward who is in office as of the effective date of the Agreement shall have the right to select his/her work schedule when working on grievances, and shall be permitted to process and present grievances during his/her regular working hours without loss of time or pay, provided such duties do not unreasonably interfere with his/her regular or assigned duties.

ARTICLE 14 - NON-DISCRIMINATION

Section 1. Non-Discrimination: Neither the Company nor the Union shall discriminate against any employee on the basis of race, color, religion, national origin, sex, age, marital status, physical or mental handicaps, status as a Vietnam-era veteran in accordance with applicable law.

ARTICLE 15 - HOLIDAYS

New Years Day	Fourth of July
Martin Luther King Day	Labor Day
Presidents' Day	Thanksgiving Day
Memorial Day	Christmas Day

Section 1. If the employee works on a holiday, the employee shall receive two (2) times the hourly rate.

Section 2. A Full time Employee whose scheduled day off falls on a holiday shall receive eight (8) hours of straight time pay. Employees who are scheduled to work on a holiday and who do not show up for work shall not receive holiday pay.

Section 3. In order to receive holiday pay under this Article, the employee must work the scheduled day before and the scheduled day after the holiday. Holiday pay shall not be counted for the purpose of overtime.

ARTICLE 16 - VACATIONS

Section 1. All regular full-time employees now or hereafter employed shall receive vacation, with pay each year, in accordance with the following schedule pursuant to seniority within the respective classification.

Section 2. Employees who have been employed for one (1) year or more shall receive five (5) working days of vacation pay per year, for three (3) years or more shall receive ten (10) working days of vacation pay per year, for nine (9) years or more shall

receive fifteen (15) working days of vacation pay per year. All employees shall receive their vacation paycheck on the payday immediately preceding the day on which such employee starts his/her vacation.

Section 3. Vacations are to determine on the basis of the actual service, except that no vacation credit will be lost for absences of thirty (30) days or less.

Section 4. Employees shall make their request for their vacation period in writing, at least four (4) weeks in advance. Seniority of service shall be the basis for priority in the selection of vacation dates.

The Company reserves the right to change vacation dates in those cases where the efficient operation of its business so requires, provided such change is not made in an arbitrary or capricious manner. Payment of vacation money will be made by separate check with deductions according to law, and delivered to the employee on the payday immediately preceding the day on which such employee starts his/her vacation.

Section 5. In the event that the Company's contract with the Department of Beaches and Harbors is not renewed, the Company agrees to pay all employees their accrued vacation benefits with their final paycheck at the expiration of the said contract.

Section 6. If an employee chooses not to take a vacation with pay during any year in which he/she is entitled to take such a vacation, the employee will be entitled to payment of his/her vacation pay in such a manner and at such time as is mutually agreed upon by the Company and the employer.

ARTICLE 17 - LEAVES OF ABSENCE

Section 1. The Company agrees to grant the necessary time off, without discrimination or loss of seniority rights and without pay, to no more than two (2) employees designated by the Union to attend a labor convention or serve in any capacity on other official Union business, provided at least two (2) weeks written notice is given to the Company by the Union, specifying the length of time off.

Section 2. A leave of absence may be granted for personal reasons for a period not to exceed one (1) month upon application of the employee to and approval by the General Manager. Such leave of absence shall not be renewed and seniority will not accumulate during the leave. Employees will retain seniority earned prior to leave upon return from leave.

Section 3. Job Related Illness or Injury: In the event of an on the job illness, or injury which prevents the performance of regular duties, an employee will be granted a leave of absence after medical evidence satisfactory to the company is presented. The employee shall keep the general manager informed monthly, in writing, of the approximate time when he/she will be able to resume his/her regular duties. The employee's return to work shall be subject to approval of the attending physician and/or

the Company's designated physician. There shall be no loss of seniority during such leave, however, no wage progression improvement increase or time credit shall be gained during such leave.

Section 4. Family Leave: Notwithstanding any other provision of this agreement, the employer shall provide unpaid leaves of absence and maintain benefits during such leaves, and conformity with the California Family Rights Act of 1993, which appears at Section 12945.2 of the California Government Code, and the Family Medical Leave Act of 1993, and any amendments to either. Pursuant to said statutes, the Employer shall grant to each employee who has completed one year of service preceding the leave, leave for the birth, adoption of a child, or placement of a child or foster care, or for the care of a parent or person similarly situated or a spouse. Leave shall also be granted for an employee's own serious health condition, including pregnancy related disabilities.

The duration of leave under this Article 17 shall be up to twelve (12) weeks during a one (1) year period. The Employer may, at its discretion, require or permit an employee taking leave under this Article 17 to substitute for such leave, accrued, but untaken vacation time. Intermittent leave shall also be allowed for the care of a spouse, parent or child subject to appropriate medical certification. Employees who qualify for leave pursuant to this Article 17 and return within the time specified, shall be assigned to the position which they occupied at the time of taking such leave, unless a general bid is taken, providing such position exists. Any employee seeking reinstatement following a leave taken pursuant to this Article 17, shall have no greater rights to a position than if the employee had been continuously employed during the period of the leave. Employees who qualify for leave under this Article 17 shall continue to be covered by the Group Health Insurance Plan for the duration of said leave; provided, however, that in the event that the employee does not return at the end of the leave period, the Employer may recover the cost of said premiums from the employee. There shall be no loss of seniority during such leave, however, no wage progression improvement increase or time credit shall be gained during such leave. At the sole discretion of the Employer, an additional three (3) month unpaid leave of absence may be granted. Such decision shall not be subject to Article 3 Grievance and Arbitration Procedure.

ARTICLE 18 - GROUP INSURANCE

- A. Insurance Eligibility. The Company agrees to provide eligible employees with Union sponsored health and welfare coverage. All full time employees who has completed six (6) months of continuous service shall be eligible for such health and welfare coverage.
- B. Health and Welfare. The Company shall pay the cost, to a maximum of \$210, of providing union sponsored health and welfare benefits for eligible employees. The Company shall pay any increase in the premium to a maximum of 7% per year; the

employees have the right to make changes on the health and welfare benefits without affecting the employer's contribution.

In case that the premium goes above 7%, a modification in the Health and Welfare benefits shall be made. The \$210 premium for medical benefits is guarantee through June 30, 2006.

- C. Employees may, upon presentation of documentary evidence of alternative medical coverage, be permitted to withdraw from employer's health and welfare benefits plan and receive in return a monthly consideration of \$80 for such withdrawing from the health and welfare plan.

ARTICLE 19 - MANAGEMENT RIGHTS

Section 1. The Company has the sole and exclusive right to manage the affairs of the business to determine the products, services, methods and schedules of operations, the type of equipment and establish rules for the direction of the employees of the Company. Such rights shall include, but are not limited to: the right to maintain discipline of employees; to promulgate reasonable rules or regulations; to determine and revise the duties of the various classifications of employees; to promote, demote or transfer employees under the terms of this Agreement; to determine the amount of work needed; and to layoff because of lack of work.

Section 2. An employee who is directed to perform a particular duty by the Company is required to obey that direction, instruction or order. If an employee desires to contest the justness or appropriateness of such direction, instruction or order, the provisions of the grievance procedure in Article 3 hereof shall be followed. In no case shall an employee refuse to perform any duty, not contrary to law. Should an employee refuse to perform any duty, not contrary to law, he/she shall be subject to discipline, suspension and/or discharge by the Company.

Section 3. The Union recognizes the right of the Company to automate its production and working methods. Where new occupations or changes in work requirements are created as a result of automation, the Company will make every effort to retain and train present employees for these new occupations or work requirements.

Section 4. No employee shall suffer a reduction in wages or benefits that they had prior to the adoption of this Agreement; however, there will be no double pay or duplication of any benefits.

ARTICLE 20 - SUBSTANCE ABUSE

Section 1. When the Company's highest representative on duty has a Reasonable suspicion that an employee is under the influence of alcohol or drugs, the Company may require the employee immediately to go to a qualified medical facility to provide both urine and blood specimens for the purpose of testing and to receive a fitness for work examination by a licensed physician.

Section 2. "Reasonable Suspicion" means suspicion based on specific personal observation that the Company's representative can describe concerning the appearance, behavior, speech or breath odor of the employee. The Union shall immediately be made aware of any situation concerning substance abuse testing of any employee covered by this Agreement.

Section 3. An employee who, prior to being asked to take a drug or alcohol test, requests a leave of absence to attend a rehabilitation program to seek a cure for alcoholism or drug abuse shall be granted such a leave of absence, and shall be reinstated to his/her former position once he/she has successfully completed such a program.

ARTICLE 21 - NO REDUCTION

The Company agrees not to enter into any agreement or contract with his/her employees, individually or collectively, which in any way conflicts with the terms and provisions of this Agreement. Any such agreement shall be null and void.

ARTICLE 22 - DURATION OF AGREEMENT

This Agreement shall continue in full force and effect from July 1, 2005, through midnight, June 30, 2010, or such date as the Company may lose its contract with the Department of Beaches and Harbors.

ARTICLE 23 - COMPLETE AGREEMENT

Section 1. The parties hereby acknowledge and affirm that during the negotiations which led to this Agreement, each of them had the unlimited right and opportunity to formulate demands and proposals with respect to all subjects or matters not excluded by law from the collective bargaining area and that all decisions and covenants reached by them through the use of such rights and opportunities appear in this Agreement. Any duty to negotiate concerning any such subjects is hereby waived by the Company and the Union for the term of this Agreement. However, nothing in this clause precludes the parties from making changes in this Agreement by mutual consent upon written request by one party and written acceptance by the other party.

Section 2. The waiver by either party of any provision or requirement of this Agreement shall not be deemed a waiver of such provision or requirement for the future or in the past, and shall not constitute a modification of this Agreement unless such

provision or requirement is reduced to writing and signed by the parties to this Agreement. An arbitrator shall have no authority to determine or consider that this provision has been waived.

ARTICLE 24 - GENERAL PROVISIONS

Section 1. In the event that any federal, state or local legislative body or administrative agency enacts any law or regulation which interferes with the Company's operations, the Company shall have the right to reopen this Agreement to negotiate with the Union for modifications in the terms hereof. During such period of reopener, all of the provisions of this Agreement, which are not the subject of negotiations, shall remain in full force and effect.

Section 2. The parties agree that this Agreement constitutes a collective bargaining agreement as referred to in the provisions of Chapter 2.201 of the Los Angeles County Code, living wage program (the Program), and this Agreement supersedes all of the provisions of such Chapter regarding such Program.

Should the Los Angeles County Code be repealed, amended to delete or modify the provisions of Chapter 2.201 of said Code, or be otherwise amended in any material respect, or found inapplicable to persons employed at Los Angeles County beach parking facilities then this Agreement shall be reopened for further negotiations. Such reopener shall be effective upon not less than ten (10) calendar days of written notice by the party seeking to invoke this reopener provision.

THIS AGREEMENT has been signed effective as of July 1, 2005, and in witness whereof, the parties have hereunto subscribed their signatures.

FOR THE UNION:

TEAMSTERS LOCAL 911

By: *[Signature]* 6-8-05

FOR THE COMPANY:

PARKING CONCEPTS

By: *[Signature]* 6-8-05

Appendix A - Wage Rates

1. Wage Rates. Employees who are covered by this Agreement shall be paid the following minimum hourly rates as of the dates set forth below.

All Employees

Effective October 16, 2005, \$ 8.94

Effective 10-16-2006 all employees shall receive twenty-five (\$.25) cents increase.

Effective 10-16-2007 all employees shall receive twenty-five (\$.25) cents increase.

Effective 10-16-2008 all employees shall receive twenty-five (\$.25) cents increase.

Effective 10-16-2009 all employees shall receive twenty-five (\$.25) cents increase.

Employees receiving wages above the union wages shall not receive increases until the union scale equals their wages.

2. Minimum Wage Increases. If the state or federal minimum wage increases above the rates included herein, the wage shall be adjusted to reflect the new minimum wage plus fifteen cents (\$0.15).

MONTHLY COMPENSATION FOR STANDARD STAFFING LEVEL

Note: Base compensation for each month, including partial months, will be calculated in accordance with the Standard Staffing Level (Exhibit 4) applied to the actual number of weekdays, weekends and holidays worked. **Actual** monthly compensation paid will be based upon staffing increases and decreases as authorized by the Director and, thus, will equal the base compensation adjusted in accordance with the quoted hourly rates for Parking Attendants and Supervisors applied to the hours actually worked over or under the Standard Staffing Level pursuant to Director authorization.

MONTH	AMOUNT
October*	\$
November	
December	
January	
February	
March	
April	
May	
June	
July	
August	
September	
October*	

* Partial month

PARKING LOTS OPERATED BY THE LOS ANGELES COUNTY
DEPARTMENT OF BEACHES AND HARBORS

BEACH PARKING LOTS			
Spaces	Season	Day	Hours Open to Public
Nicholas Canyon 33850 PCH, Malibu			
143 spaces 6 handicapped 149 Total Spaces	Winter	Weekdays Weekends	6 am – dusk 6 am – dusk
	Summer	Weekdays Weekends	6 am – dusk 6 am – dusk
Zuma 30050 PCH, Malibu			
1982 spaces 49 handicapped 2,031 Total Spaces	Winter	Weekdays Weekends	6 am – 8 pm 6 am – 8 pm
	Summer	Weekdays Weekends	6 am – 9 pm 6 am – 9 pm
Point Dume 7103 Westward Beach Rd., Malibu			
364 spaces 9 handicapped 373 Total Spaces	Winter	Weekdays Weekends	6 am – dusk 6 am – dusk
	Summer	Weekdays Weekends	6 am - dusk 6 am - dusk
Surfrider 23000 PCH, Malibu			
87 spaces 3 handicapped 90 Total Spaces	Winter	Weekdays Weekends	6 am – dusk 6 am – dusk
	Summer	Weekdays Weekends	6 am – dusk 6 am – dusk
Topanga 18700 PCH, Malibu			
90 spaces 4 handicapped 94 Total Spaces	Winter	Weekdays Weekends	6 am – dusk 6 am – dusk
	Summer	Weekdays Weekends	6 am – dusk 6 am – dusk

BEACH PARKING LOTS (continued)

Spaces	Season	Day	Hours Open to Public
Will Rogers #5 – Castle Rock 17700 PCH, Pacific Palisades			
51 spaces	Winter	Weekdays	6 am – dusk
<u>1</u> handicapped		Weekends	6 am – dusk
52 Total Spaces	Summer	Weekdays	6 am – dusk
		Weekends	6 am – dusk
Will Rogers # 3 - Temescal Canyon 15800 PCH, Pacific Palisades			
1,418 spaces	Winter	Weekdays	6 am – 6 pm
<u>13</u> handicapped		Weekends	6 am – 6 pm
1,431 Total Spaces	Summer	Weekdays	6 am – 9 pm
		Weekends	6 am – 9 pm
Will Rogers #1 – Chautauqua Blvd. 14800 PCH, Pacific Palisades			
133 spaces	Winter	Weekdays	6 am – dusk
<u>2</u> handicapped		Weekends	6 am – dusk
135 Total Spaces	Summer	Weekdays	6 am – dusk
		Weekends	6 am – dusk
Rose Ave. – Venice 300 Ocean Front Walk, Venice			
280 spaces	Winter	Weekdays	6 am – 5 pm
<u>8</u> handicapped		Weekends	6 am – 7 pm
288 Total Spaces	Summer	Weekdays	6 am – 10 pm
		Weekends	6 am – 10 pm
Venice Blvd. – Venice 2700 Ocean front Walk, Venice			
292 spaces	Winter	Weekdays	6 am – 5 pm
<u>11</u> handicapped		Weekends	6 am – 7 pm
323 Total Spaces	Summer	Weekdays	6 am – 10 pm
		Weekends	6 am – 10 pm

BEACH PARKING LOTS (continued)

Spaces	Season	Day	Hours Open to Public
Washington St. – Venice 3100 Ocean Front Walk, Venice			
371 spaces	Winter	Weekdays	6 am – 10 pm
<u>9</u> handicapped		Weekends	6 am – 10 pm
380 Total Spaces	Summer	Weekdays	6 am – 10 pm
		Weekends	6 am – 10 pm
62nd Ave. 62nd Ave., Playa del Rey			
49 spaces	Winter	Weekdays	6 am – Dusk
<u>1</u> handicapped		Weekends	6 am – Dusk
50 Total Spaces	Summer	Weekdays	6 am – Dusk
		Weekends	6 am – Dusk
(Dockweiler – Imperial (# 1, 2, 3, & entrance) 8255 Vista del Mar, Playa del Rey			
1,206 spaces	Winter	Weekdays	6 am – 10 pm
<u>93</u> handicapped		Weekends	6 am – 10 pm
1,215 Total Spaces	Summer	Weekdays	6 am – 10 pm
		Weekends	6 am – 10 pm
Dockweiler Recreational Vehicle Park 12001 Vista del Mar, Playa del Rey			
113 spaces	Winter	Weekdays	6 am – 10 pm
<u>4</u> handicapped		Weekends	6 am – 10 pm
117 Total Spaces	Summer	Weekdays	6 am – 10 pm
		Weekends	6 am – 10 pm
Bluff – Dockweiler 12501 Vista del Mar, Playa del Rey			
574 spaces	Winter	Weekdays	6 am – Dusk
<u>7</u> handicapped		Weekends	6 am – Dusk
581 Total Spaces	Summer -	Weekdays	6 am – Dusk
		Weekends	6 am – Dusk

BEACH PARKING LOTS (continued)

Spaces	Season	Day	Hours Open to Public
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Grand Ave. – Dockweiler
12790 Vista del Mar, Playa del Rey

110 spaces	Winter	Weekdays	6 am - Dusk
3 handicapped		Weekends	6 am - Dusk
113 Total Spaces	Summer	Weekdays	6 am - Dusk
		Weekends	6 am - Dusk

Torrance
386 Paseo de la Playa, Torrance

324 spaces	Winter	Weekdays	6 am - Dusk
8 handicapped		Weekends	6 am - Dusk
332 Total Spaces	Summer	Weekdays	6 am - 8 pm
		Weekends	6 am - 8 pm

White Point / Royal Palms
1799 S. Paseo del Mar, San Pedro

145 spaces	Winter	Weekdays	8 am - Dusk
9 handicapped		Weekends	8 am - Dusk
154 Total Spaces	Summer	Weekdays	6 am - Dusk
		Weekends	6 am - Dusk

White Point Bluff
1799 S. Paseo del Mar, San Pedro

31 spaces (meter)	Winter	Weekdays	8 am - Dusk
4 handicapped		Weekends	8 am - Dusk
35 Total Spaces	Summer	Weekdays	6 am - Dusk
		Weekends	6 am - Dusk

MARINA DEL REY PARKING LOTS

Spaces

Hours Open to Public

MDR #1 - Fisherman's Village
13737 Fiji Way, MdR

423paces
_14 handicapped
437 Total Spaces

24 hours*

MDR #2 - Launch Ramp
13465 Fiji Way, MdR

450 spaces
_or
225 cars & trailers
12 Boat Prep
13 Wash Area
9 handicapped

24 hours*

MDR #3 - N. Jetty - Parcel A
4752 Via Marina, MdR
Operated by LA City - Collections by County

56 spaces
_4 handicapped
60 Total Spaces

6 am - dusk

MDR #4
13500 Mindanao Way, MdR

145 spaces
_7 handicapped
152 Total Spaces

24 hours*

MDR #5
4545 Admiralty Way, MdR

219 spaces
_5 handicapped
224 Total Spaces

24 hours *

MARINA DEL REY PARKING LOTS (continued)

Spaces	Season	Day	Hours Open to Public
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MDR #7
4350 Admiralty Way, MdR

115 spaces
_5 handicapped
120 Total Spaces

24 hours*

MDR #8
4220 Admiralty Way, MdR

177 spaces
_6 handicapped
183 Total Spaces

24 hours*

MDR #9
14110 Palawan Way, MdR

181 spaces
_6 handicapped
187 Total Spaces

24 hours*

MDR #10
4001 Via Marina, MdR

206 spaces
_3 handicapped
209 Total Spaces

24 hours*

MDR #11
14101 Panay Way, MdR

255 spaces
_8 handicapped
263 Total Spaces

24 hours*

MDR #12
14151 Marquesas Way, MdR

199 spaces
_7 handicapped
206 Total Spaces

24 hours*

MARINA DEL REY PARKING LOTS (continued)

Spaces	Season	Day	Hours Open to Public
<hr/>			
MDR #13 4601 Via Marina, MdR			
134 spaces —4 handicapped 138 Total Spaces			24 hours*
Chace Park Metered Parking 13650 Mindanao Way, MdR			
60 spaces (metered)			6 am – 10 pm

*The Contractor shall assist the Department in enforcing the County Harbor and Maritime Ordinance (County Code Chapter 19.12) by notifying the County of any violation in the Marina del Rey Parking Lots of Los Angeles County Code section 19.12.1330 (vehicle or trailer parked over 48 hours in public parking areas must register with the Director; vehicles used for human habitation prohibited from parking between 2:00 a.m. and 6:00 a.m. in public parking areas unless registered with Director).

DEPARTMENT OF BEACHES AND HARBORS**PARKING FEE WAIVERS**

- a) Individuals who are 62 years old or older and have valid DBH issued parking permits are to be granted free parking in parking lots (does not include lots with entries that are operated by machines) at all times other than weekends and Holidays.
- b) Individuals who are licensed as disabled motorists by the California Department of Motor Vehicles are to be granted free parking at all times in staffed parking lots (does not include lots that are operated by machines and are unstaffed) other than weekends and Holidays.
- c) Individuals who are employed by the Federal government, the State of California, City of Los Angeles and County are to be granted free parking whenever they are on official business. Public school buses only are to be granted free parking whenever they are on educational or school recreational business at the time of entry to the Parking Lot. In addition to the above, ten (4) spaces are reserved daily at Malibu Surfrider for docents of the Adamson House, a State facility adjacent to the Parking Lot.
- d) Individuals who are under contract with the County or who are employed by such individuals are to be granted free parking whenever they are working in the performance of their work for the County at the time of their entry to the Parking Lot.
- e) Individuals driving delivery vehicles are to be granted free entry whenever they are engaged in making a delivery of merchandise ordered by the County or its contractors, concessionaires, permittees or licensees at the time of their entry to the Parking Lot.
- f) Individuals who are participating in charitable events for which the parking fee has been waived by the Board of Supervisors are to be granted free parking whenever they have an approved parking pass and are participating in the event in which the parking fee has been waived at the time of their entry to the Parking Lot.

PARKING LOT STANDARD STAFFING LEVELS SUMMER SCHEDULE

(Summer begins on the Saturday before Memorial Day and ends on the last Sunday of September.)

Parking Lot Location	Staffing Hours	Hours/ Day	Number of Attendants	Days/ Week	Total Weekly Hours
Nicholas Canyon	As Needed				
Zuma Beach	6 a.m. - 6 p.m.	12	1	7	84
	10 a.m. - 6 p.m. (As Needed)	8	1	7	56
	9 a.m. - 5 p.m. Weekends	8	1	2	16
	10 a.m. - 6 p.m. Sunday (As Needed)	8	1	1	8
Point Dume	6 a.m. - 6 p.m.	12	1	7	84
	10 a.m. - 6 p.m. Weekends	8	1	2	16
Surfrider	6 a.m. - 7 p.m.	13	1	7	91
	12 p.m. - 4 p.m. Weekends	4	1	2	8
Topanga	6 a.m. - 7 p.m.	13	1	7	91
Will Rogers 5	9 a.m. - 6 p.m. Weekends	9	1	2	18
Will Rogers 3	6 a.m. - 8 p.m.	14	1	7	98
	11 a.m. - 5 p.m. Weekends	6	1	2	12
	8 a.m. - 8 p.m. Weekends	12	1	2	24
Will Rogers 1	8 a.m. - 7 p.m. Weekdays (As Needed)	11	1	5	55
	8 a.m. - 7 p.m. Weekends	11	1	2	22
Rose Avenue	6 a.m. - 10 p.m.	16	1	7	112
	11 a.m. - 5 p.m. Weekends (As Needed)	6	1	2	12
Venice Blvd.	6 a.m. - 10 p.m.	16	1	7	112
	11 a.m. - 5 p.m.	6	1	7	42
	11 a.m. - 5 p.m. Weekends (As Needed)	6	1	2	12
Washington Street	6 a.m. - 10 p.m.	16	1	7	112
	11 a.m. - 5 p.m. Weekends (As Needed)	6	1	2	12
62 nd Street	As Needed				

**PARKING LOT STANDARD STAFFING LEVELS
SUMMER SCHEDULE**

(Summer begins on the Saturday before Memorial Day and ends on the last Sunday of September.)

Parking Lot Location	Staffing Hours	Hours/ Day	Number of Attendants	Days/ Week	Total Weekly Hours
BEACH PARKING LOTS (CONT.)					
Dockweiler Imperial	6 a.m. - 10 p.m.	16	1	7	112
	10 a.m. - 6 p.m. Weekends	8	1	2	16
	10 a.m. - 6 p.m. Sundays (As Needed)	8	1	1	8
Dockweiler RV Park	6 a.m. - 10 p.m.	16	1	7	112
	9 a.m. - 10 p.m.	13	1	7	91
	2 p.m. - 5 p.m.	3	1	7	21
Dockweiler Bluff	As Needed				
Grand Avenue	9 a.m. - 5 p.m. Weekends	8	1	2	16
Torrance	7 a.m. - 6 p.m. Weekends	11	1	2	22
White Point/ Royal Palms	6 a.m. - 8 p.m.	14	1	7	98
	11 a.m. - 5 p.m. Weekends (As Needed)	6	1	2	12
MARINA DEL REY PARKING LOTS					
#1 (Parcel W - Fisherman's Village)	9 a.m. - 1 a.m.	16	1	7	112
	5 p.m. - 1 a.m.	8	1	7	56
	11 a.m. - 5 p.m. Friday - Sunday	6	1	3	18
Parcel W Overflow	As Needed				
#2 (Parcel 49R - Launch Ramp)	5 a.m. - 3 p.m. Friday - Sunday	10	1	3	30
#3 (Parcel A - North Jetty)	Not Applicable				
#4 (Parcel 49M)	As Needed				
#5 (Parcel U)	As Needed				
#7 (Parcel Q)	As Needed				
#8 (Parcel QT)	As Needed				
#9 (Parcel N)	As Needed				
#10 (Parcel I)	9 a.m. - 6 p.m. Weekends	9	1	2	18
#11 (Parcel GR)	As Needed				
#12 (Parcel FF)	As Needed				
#13 (Parcel 3S)	As Needed				
Chace Park (CP)	As Needed				

**PARKING LOT STANDARD STAFFING LEVELS
SUMMER SCHEDULE**

(Summer begins on the Saturday before Memorial Day and ends on the last Sunday of September.)

Location	Staffing Hours	Hours/ Day	Number of Supervisors	Days/ Week	Total Weekly Hours
MANAGEMENT					
SUPERVISORS					
Southern Area (White's Point, Torrance, Grand, Dockweiler Bluff, Dockweiler Imperial, 62 nd Avenue, Fisherman's Village, County Lot, Overflow, Lots #2, #4, #5, #7, #8)	5 a.m. - 6 p.m.	13	1	7	91
	9 a.m. - 11 p.m.	14	1	7	98
Central (Lots #9, #10, #11, #12, #13, North Jetty, Washington, Venice, Rose, Will Rogers 1)	5 a.m. - 8 p.m.	15	1	7	105
	12 a.m. - 1 a.m.	13	1	7	91
Northern (Will Rogers 3, Will Rogers 5, Topanga, Surfrider, Point Dume, Zuma, Nicholas Canyon)	4 a.m. - 6 p.m.	14	1	7	98
	8 a.m. - 9 p.m.	13	1	7	91
CONTRACTOR REPRESENTATIVE (CR)			Number of CRs		
	7 a.m. - 6 p.m.	11	1	7	77

TOTAL SUMMER WEEKLY HOURS			
	SUMMER WEEKLY HOURS	NUMBER OF SUMMER WEEKS	TOTAL ANNUAL SUMMER HOURS
ATTENDANT	1,839	18	33,102
SUPERVISOR	574	18	10,332
CONTRACTOR REPRESENTATIVE	77	18	1,386

PARKING LOT STANDARD STAFFING LEVELS WINTER SCHEDULE

(Winter begins the Monday after the last Sunday of September and ends Friday before Memorial Day.)

Parking Lot Location	Staffing Hours	Hours/ Day	Number of Attendants	Days/ Week	Total Weekly Hours
Nicholas Canyon	As Needed				
Zuma Beach	8 a.m. - 4 p.m.	8	1	7	56
	11 a.m. - 4 p.m. Weekends	5	1	2	10
Point Dume	8 a.m. - 4 p.m. Weekends	8	1	2	16
Surfrider	8 a.m. - 4 p.m. Weekends	8	1	2	16
Topanga	As Needed				
Will Rogers 5	As Needed				
Will Rogers 3	6 a.m. - 5 p.m. Weekdays	11	1	5	55
	6 a.m. - 5 p.m. Weekends	11	1	2	22
	11 a.m. - 5 p.m. Weekends	6	1	2	12
Will Rogers 1	As Needed				
Rose Avenue	6 a.m. - 5 p.m. Weekdays	11	1	5	55
	6 a.m. - 7 p.m. Weekends	13	1	2	26
	11 a.m. - 5 p.m. Weekends	6	1	2	12
Venice Blvd.	6 a.m. - 5 p.m. Weekdays	11	1	5	55
	6 a.m. - 7 p.m. Weekends	13	1	2	26
	11 a.m. - 5 p.m. Weekends	6	1	2	12
Washington Street	6 a.m. - 10 p.m.	16	1	7	112
	11 a.m. - 5 p.m. Weekends	6	1	2	12
62 nd Street	As Needed				
Dockweiler Imperial	6 a.m. - 10 p.m.	16	1	7	112
	11 a.m. - 5 p.m. Weekends	6	1	2	12
Dockweiler RV Park	6 a.m. - 10 p.m.	16	1	7	112
	9 a.m. - 5 p.m.	8	1	7	56
Dockweiler Bluff	As Needed				
Grand Avenue	As Needed				

**PARKING LOT STANDARD STAFFING LEVELS
WINTER SCHEDULE**

(Winter begins the Monday after the last Sunday of September and ends Friday before Memorial Day.)

Parking Lot Location	Staffing Hours	Hours/ Day	Number of Attendants	Days/ Week	Total Weekly Hours
BEACH PARKING LOTS (CONT.)					
Torrance	8 a.m. - 4 p.m. Weekends	8	1	2	16
White Point/Royal Palms	8 a.m. - 4 p.m. Weekends	8	1	2	16
MARINA DEL REY PARKING LOTS					
#1 (Parcel W - Fisherman's Village)	9 a.m. - 1 a.m.	16	1	7	112
	5 p.m. - 1 a.m. Friday - Sunday	8	1	3	24
	11 a.m. - 5 p.m. Saturday & Sunday	6	1	2	12
Parcel W Overflow	As Needed				
#2 (Parcel 49R - Launch Ramp)	5 a.m. - 2 p.m. Weekends	9	1	2	18
#3 (Parcel A - North Jetty) (meters)	Not Applicable				
#4 (Parcel 49M)	As Needed				
#5 (Parcel U)	As Needed				
#7 (Parcel Q)	As Needed				
#8 (Parcel QT)	As Needed				
#9 (Parcel N)	As Needed				
#10 (Parcel I)	As Needed				
#11 (Parcel GR)	As Needed				
#12 (Parcel FF)	As Needed				
#13 (Parcel 3S)	As Needed				
Chace Park (CP)	As Needed				
MANAGEMENT					
SUPERVISORS			Supervisors		
Southern Area (White's Point, Torrance, Grand, Dockweiler Bluff, Dockweiler Imperial, 62 nd Avenue, Fisherman's Village, County Lot, Overflow, Lots #2, #4, #5, #7, #8)	5 a.m. - 11 p.m.	18	1	7	126
Central (Lots #9, #10, #11, #12, #13, North Jetty, Washington, Venice, Rose, Will Rogers 1)	5 a.m. - 1 a.m.	20	1	7	140

**PARKING LOT STANDARD STAFFING LEVELS
WINTER SCHEDULE**

(Winter begins the Monday after the last Sunday of September and ends Friday before Memorial Day.)

Location	Staffing Hours	Hours/ Day	Number of Supervisors	Days/ Week	Total Weekly Hours
Northern (Will Rogers 3, Will Rogers 5, Topanga, Surfrider, Point Dume, Zuma, Nicholas Canyon)	5 a.m. - 6 p.m.	13	1	7	91
CONTRACTOR REPRESENTATIVE (CR)			Number of CRs		
	7 a.m. - 6 p.m.	11	1	7	77

TOTAL WINTER WEEKLY HOURS			
	WINTER WEEKLY HOURS	NUMBER OF WINTER WEEKS	TOTAL ANNUAL WINTER HOURS
ATTENDANT	987	34	33,558
SUPERVISOR	357	34	12,138
CONTRACTOR REPRESENTATIVE	77	34	2,618

AGGREGATE HOURS			
	SUMMER	WINTER	ANNUAL HOURS
ATTENDANT	33,102	33,558	66,660
SUPERVISOR	10,332	12,138	22,470
CONTRACTOR REPRESENTATIVE	1,386	2,618	4,004

Note: The Contractor will be required to provide the Standard Staffing Levels over the term of the Contract unless they are varied with the prior approval of the Director. The Department anticipates that modifications, both upward and downward, to the staffing levels set forth in this Exhibit may occur frequently during the life of the Contract.

PERFORMANCE REQUIREMENTS SUMMARY

Key to Performance Requirements Summary:

- Column 1: Contract section reference;
 Column 2: Contract service for which performance standard is provided;
 Column 3: Description of the performance required to satisfy the Contract;
 Column 4: How the Contractor's performance may be monitored by the CA;
 Column 5: Description of inadequate performance triggering obligation to pay liquidated damages; and
 Column 6: The amount of liquidated damages that may be assessed per Deficiency Report unless a per hour, per day or other measure of damages is specified.

1 CONTRACT SECTION	2 CONTRACT SERVICE	3 PERFORMANCE STANDARD	4 METHOD OF MONITORING	5 DEFICIENCY SUBJECT TO LIQUIDATED DAMAGES	6 LIQUIDATED DAMAGES
1.4.6	Monthly invoice	Submit two copies of invoice and required reports by the 15 th of the month.	Review of invoices and reports	Contractor fails to submit by the 15 th of the month	\$50 per day
1.6, 2.9.9	Performance Security	Performance security and required insurance coverages are not allowed to lapse.	Review of records	Contractor fails to maintain security and insurance.	\$500 per day
2.1.3, 2.1.4	Serve additional parking lots and special events	Contractor services additional parking lots and staffs special events upon reasonable notice.	Observation	Any failure to perform additional work on reasonable notice.	\$100 per day
2.1.6.1, 2.1.6.2	Maintain offices	Contractor maintains offices and is available during specified hours.	Observation and reports	Contractor fails to maintain office, office hours or telephone service.	\$50 per day
2.1.6.3, 2.9.8	Communications	Calls of County agents, employees and contractors are returned promptly.	Observation	Contractor fails to return a call by next business day.	\$50
2.1.9	Limited vehicle access	Vehicles are not driven on the bike path except as authorized.	Observation	Contractor allows its vehicle to be driven on beach sand or bike path without authorization or at an unauthorized time.	\$50
2.2.1.1, 2.2.3,	Minimum hours	Shall not provide less hours of staff coverage than required by the Contract.	Observation, review of parking lot logs, review of payroll	The Contractor fails to provide minimum staff hours as prescribed by the Contract and staffing schedule.	Per Note 1

1 CONTRACT SECTION	2 CONTRACT SERVICE	3 PERFORMANCE STANDARD	4 METHOD OF MONITORING	5 DEFICIENCY SUBJECT TO LIQUIDATED DAMAGES	6 LIQUIDATED DAMAGES
2.2.1.1, 2.2.3.1	Minimum staffing	Shall not provide less staff than required by the Contract.	Observation, review of parking lot logs, review of payroll	Contractor fails to provide staff for any parking lot during scheduled hours. • Parking attendants • Supervisors—per hour	Per Note 1 \$100
2.2.1.2, 2.2.1.7, 2.2.1.8	Background checks	Shall investigate and certify employees' physical and emotional conditions, criminal, credit and driving records.	Reports, review of records	Contractor fails to investigate or uses ineligible employees.	\$500
2.2.1.4, 2.2.1.5, 2.2.1.11	Contractor's employees observe personal conduct rules and safety precautions	Employees do not bring visitors, weapons, contraband, alcohol, or drugs into the facility; are not under the influence of drugs or alcohol; operate parking lots in a safe and secure manner, use reasonable care to avoid injury. Where a personal injury or property damage results from employee's conduct, the Contractor and employee may be liable for actual damages.	Observation, reports, complaints, inspections	Employees bring visitors or improper materials onto facility, report to work while under influence of drugs or alcohol, fail to operate the parking lots in a safe and secure manner or display lack of reasonable care.	\$100
2.2.1.6	Contractor's employees' conduct	Contractors' employees are courteous, businesslike and not physically or verbally abusive.	Observation, reports and complaints	Employees treat the public or County employees discourteously, unprofessionally or abusively.	\$50
2.2.2	Provides representative	Contractor's Representative or substitute is available during parking lot operating hours.	Observation, reports and complaints	Contractor fails to assign or make CR available.	\$50 per day
2.2.3	Provides supervisors	Contractor provides supervisors.	Observation	Supervisor can't be contacted during work shift.	\$50 per day
2.2.4.1	Parking attendants communicate effectively	Parking attendants are capable of communicating in English with County staff and the public.	Observation	Employee not capable of being understood through use of English.	\$50
2.2.4.2	Parking attendants maintain acceptable driving records	All parking attendants have and maintain driving records that do not include 3 or more moving violations and accidents in last 2 years and do not include more than one DUI in last 7 years.	Inspection; DMV records	Contractor allows parking attendant with unacceptable driving record to work.	\$100
2.2.6	CA approves key staff changes	Contractor obtains CA approval before changing CR.	Observation	Contractor replaces CR without prior approval.	\$200

1 CONTRACT SECTION	2 CONTRACT SERVICE	3 PERFORMANCE STANDARD	4 METHOD OF MONITORING	5 DEFICIENCY SUBJECT TO LIQUIDATED DAMAGES	6 LIQUIDATED DAMAGES
2.4.2	Maintain work schedule	Contractor maintains work schedule for parking lots that specifies employees and their hours and submits the schedule to CA for approval one week before the first of each month.	Review of records	Contractor fails to submit schedule by required time; makes significant changes without CA notice and approval; or uses unlisted employees	\$50 per day
2.4.3	Issue operating notices and procedures	Contractor is to issue appropriate operating notices and procedures consistent with the Contract and approval by CA.	Review of records	Contractor fails to document procedures adequately.	\$100 per day
2.4.4	Reserve film company parking	Reserve all film company parking authorized by the County.	Observation; review of records	Contractor fails to reserve parking when notified by CA.	\$100 per day
2.4.5	Locking and unlocking gates	Lock and unlock gates at correct opening and closing times at specified parking lots.	Observation	Contractor fails to open or close on time.	Per Note 1
2.5.1	Collect parking fees	Collect fees in accordance with the fee schedule and observe modifications to schedule.	Review of records; observation	Contractor fails to collect proper fee; over- or undercharging.	\$50 per incident
2.5.4	Method of payment	Collect all fees in cash except where other payment is authorized.	Review of records; observation	Contractor accepts unauthorized type of payment or refuses authorized type of payment.	\$50 per incident
2.5.5	Empty parking meters and other devices	Contractor empties parking meters and other collection devices not less than three times weekly on Monday, Wednesday and Friday and when collections exceed \$100.	Review of records; observation	Contractor fails to make a timely collection.	\$100 per parking lot per day
2.5.6	Monthly parking fees	Bill and collect monthly parking fees.	Review of records	Contractor fails to bill, collect or adequately account for fees.	Per Note 2
2.5.7	Deposit collections	Deposit collections not later than next business day as directed, and deliver duplicate of deposit receipt to department's financial office.	Review of records	Contractor fails to deposit any or all collections on time.	\$1000 per day
				Contractor fails to deliver deposit receipts on time.	\$100 per day
2.5.9, 2.9.3	Accounting and cash control procedures; quality control	Establish and maintain written accounting procedures. Review and submit for approval to CA annually. Perform quarterly cash counts for each parking lot.	Review of records	Contractor fails to provide and train employees on procedures.	\$100
				Contractor fails to document procedures.	\$100

1 CONTRACT SECTION	2 CONTRACT SERVICE	3 PERFORMANCE STANDARD	4 METHOD OF MONITORING	5 DEFICIENCY SUBJECT TO LIQUIDATED DAMAGES	6 LIQUIDATED DAMAGES
2.5.9, 2.9.3 (continued)				Any incident of employee failure to observe procedures. (Actual damages, not liquidated damages, applies where a loss occurs as a result.)	\$50
2.5.10	Use of parking tickets	Issue prenumbered, sequential, one-part tickets and place on dashboard; control tickets as specified.	Review of records; observation	Contractor fails to use correct ticket format; Contractor fails to issue any ticket; Contractor fails to control tickets as specified.	\$100 per incident
2.5.12	Use cash canisters	Use cash canisters where available; only supervisor may unlock.	Observation	Contractor fails to use available canister; Contractor fails to control keys.	\$100 per incident
2.5.13	Secure counting area	Use a secure off-site structure to count collections.	Observation	Contractor fails to use a secure building; Contractor fails to count off-site.	\$500 per day
2.5.14	Use procedures recommended by CPA	Use procedures recommended by CPA as directed by CA.	Observation	Contractor fails to use recommended procedures.	\$50
2.5.15	Control change funds, keys and canisters	Control and record issuance of change funds, keys and canisters. Attendants are to return change and keys.	Review of records; observation	Contractor has an absence of control or fails to keep accurate records.	\$50 per incident
2.6.4	Maintain equipment and fixtures as specified	Perform preventive maintenance and cleaning of parking lot equipment, fixtures and structures to keep them in operable and satisfactory condition; make specified repairs.	Observation	Contractor fails to maintain or keep clean.	\$50 per day
2.6.5	Maintenance and security	Perform specified tasks and give required notification to CA.	Observation	Contractor fails to report maintenance need or to perform required task.	\$50
2.6.6	Report meter malfunction	Report malfunctioning parking meter to CA.	Observation	Contractor fails to report.	\$50 per meter
2.6.7, 2.6.8	CA approval for installation of devices and modifications	No alteration of signs, materials and devices occurs without written permission of CA.	Observation	Contractor fails to correct unauthorized alteration.	\$100 per day
2.6.9	Furnish safety equipment	Furnish and maintain safety equipment in each parking lot.	Observation	Contractor fails to maintain specified equipment and fire extinguishers.	\$50 per parking lot

¹ CONTRACT SECTION	² CONTRACT SERVICE	³ PERFORMANCE STANDARD	⁴ METHOD OF MONITORING	⁵ DEFICIENCY SUBJECT TO LIQUIDATED DAMAGES	⁶ LIQUIDATED DAMAGES
2.6.11	Remove contractor-installed items at contract end	Remove signs, materials and devices furnished by contractor within 10 days after expiration or termination of contract, unless accepted by County.	Observation	Contractor fails to remove.	\$100 per day per lot
2.6.12	Uniforms	Furnish uniforms to all employees performing parking services.	Observation	Contractor fails to have employee wear a uniform or uniform is damaged or dirty.	\$50
2.6.13	Identification badge	Furnish photo identification badge to each employee.	Observation	Contractor fails to ensure employees wear a badge while on duty on County property.	\$50
2.6.14	Post signs	Permanent signs to be furnished stating fees and Contractor's name and phone number. Signs are to be approved by CA.	Observation	Signs are absent, omit information, or lack Department approval.	\$50 per sign
2.6.15	Telephones	Contractor must maintain phones or wireless communication to parking lots.	Observation	Contractor or CA is unable to communicate with any staffed parking lot.	\$20 per lot
2.8	Retain unsold parking tickets; keep logs as required; prepare reports as required; submit deposit summaries and revenue reports as required	Prepare and submit timely and complete reports and retain records as required.	Review of records	Contractor fails to prepare or submit reports, logs, deposit slips and parking tickets; or documents are untimely or inaccurate; or documents are not produced for inspection at required times.	\$100 per document per day to a maximum of \$1000 per document
2.8.1	Maintain records and logs for inspection	Keep records and logs for inspection and copying by CA and County staff as required by contract.	Observation	Contractor fails to produce records when required.	\$100 per record per day; maximum of \$1000 per record
2.8.15	Independent audit reports	Contractor must provide CPA audits at specified times.	Review of records	Contractor fails to provide timely annual procedural audit. Contractor fails to provide timely quarterly financial audit.	\$50 per day late \$50 per day late
2.9.2	Meet deadlines set by CA	Contractor must meet deadlines set by CA.	Observation	Contractor fails to meet deadline.	\$50 per day late

1 CONTRACT SECTION	2 CONTRACT SERVICE	3 PERFORMANCE STANDARD	4 METHOD OF MONITORING	5 DEFICIENCY SUBJECT TO LIQUIDATED DAMAGES	6 LIQUIDATED DAMAGES
2.9.5	Contractor's employees appear on time for meetings	Contractor's employees must appear on time for meetings.	Observation	Contractor's employees are repeatedly late or fail to appear on reasonable notice.	\$50
2.9.7	Report hourly services accurately	Contractor must report hourly services accurately.	Review of records; observation	Contractor fails to accurately report time when providing hourly services.	\$50 per incident
2.11	Quality control plan	Contractor must maintain quality control plan, including inspection system, deficiency prevention, inspection file, strike staffing plan and surprise cash counts.	Review of records; observation	Contractor fails to maintain all required elements of plan.	\$50 per day
2.12	Inspections	Contractor must make daily inspection of Parking Lots.	Review of records; observation	Contractor fails to make any daily inspection.	\$100 per day
3.32.3	Late or incomplete living wage certified monitoring reports	Contractor must submit certified monitoring reports.	Review of records	Contractor fails to submit report, or report is untimely or incomplete.	\$100 per report per day
3.32.7.2	Payment of less than required living wage	Contractor must pay at least applicable hourly living wage rate as specified in contract.	Review of records	Contractor makes any underpayment.	\$50 per day per employee
12.6.1.5	Prepare registration receipt	Contractor must record specified information on registration receipt.	Review of records	Contractor omits information.	Incomplete receipt \$20; maximum \$200 per day
12.6.7	Enforce rules	Contractor must enforce RV park rules; stay limit is 21 days; no excessive noise; no unauthorized fires; no public consumption of alcohol, etc.	Inspection; review of records; complaints	Contractor fails to enforce any rule.	\$50 per incident
12.8.2	Receipt information	All receipts must contain specified information.	Review of records	Contractor omits information.	Incomplete receipt \$20; maximum \$500 per day
12.8.1, 12.8.3	Issue receipts and registration forms	Each payment, change, cancellation and registration transaction must be recorded.	Review of records	Contractor fails to issue receipt or registration form.	\$50 per incident
12.9	Issue daily confirmation reports, weekly sales reports and weekly sales summaries	Contractor must issue timely reports.	Review of records	Contractor fails to submit daily report or fails to submit weekly report by Monday.	\$50 per day

Note 1: An amount equal to the highest average daily gross revenue recorded for the affected parking lots during the same months in the preceding three County fiscal years, divided by the number of hours during which the affected lots must be staffed, multiplied by the number of hours the discrepancy lasted as stated in the Discrepancy Report (DR).

Note 2: An amount equal to the average monthly revenue for the same month during the preceding 36-month period.

Do hereby state:

from the full weekly wages earned by any person and that no deductions have been made either directly or in directly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 357; 40 U.S.C. 276c), and described below:

2. That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for employees contained therein are not less than the applicable County of Los Angeles Living Wage rates contained in the contract.

3. That:

A. WHERE FRINGE (Health) BENEFITS ARE PAID TO APPROVED PLANS, FUNDS OR PROGRAMS

- ☐ In addition to the basic hourly wage rates paid to each employee listed in the above referenced payroll, payments of health benefits as required in the contract have been or will be paid to appropriate programs for the benefit of such employees.

B. WHERE FRINGE (Health) BENEFITS ARE PAID IN CASH

- ☐ Each employee listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the applicable amount of the required County of Los Angeles Living Wage hourly rate as listed in the contract.

I have reviewed the information in this report and as company owner or authorized agent for this company, I sign under penalty of perjury certifying that all information herein is complete and correct.	
Print Name and Title	Owner or Company Representative Signature:
THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. IN ADDITION, THE CONTRACTOR OR SUBCONTRACTOR MAY BE SUSPENDED AND PRECLUDED FROM BIDDING ON OR PARTICIPATING IN ANY COUNTY CONTRACT OR PROJECT FOR A PERIOD OF THREE (3) YEARS.	



COUNTY OF LOS ANGELES
LIVING WAGE ORDINANCE
MONTHLY CERTIFICATION FOR APPLICABLE HEALTH BENEFIT PAYMENTS

Instructions: Read: Please complete all sections of the form (information to complete this form can be obtained from your nearby contractor payroll report). Submit this form with your Certified Payroll Report to the awarding County department. Be sure to complete and sign the reverse side of this form before submitting.

(1) Name: Contractor <input type="checkbox"/> Subcontractor <input type="checkbox"/>		Address: (Street, City, State, Zip)		(5) Far Month Ending:					
(2) Payroll No.:		(4) From payroll period: / / to payroll period: / /		(3) Contract Name & Number:					
(6) Department Name:		(7) Contract Service Description:							
(8) Contractor Health Plan Name(s):									
(11) Employee Name, Address & Social Security Number	(12) Work Classification	(13) Total Hours Worked Each Week of Monthly Pay Period			(14) Contractor Health Plan ID Number(s):				
		1	2	3	4	5	(15) Gross Amount Paid: (Health Benefit, Salary, SUI)	(16) Gross Amount Paid: (Health Benefit, Salary, SUI)	(17) Aggregate & Health Benefit Paid: (11-16)
1									
2									
3									
4									
5									
6									
I have reviewed the information in this report and as company owner or authorized agent for this company, I sign under penalty of perjury certifying that all information herein is complete and correct.		Total (This Page)		Grand Total		Total (All Pages)			
Print Authorized Name:									
Authorized Signature:		Date: / /		Title:		Telephone Number (include area code)		Page: of	

EXHIBIT 7



COUNTY OF LOS ANGELES

NOTICE TO EMPLOYEES COUNTY OF LOS ANGELES LIVING WAGE ORDINANCE

This employer is a contractor with the County of Los Angeles. This contract is subject to the Living Wage Ordinance (LWO) established by the Board of Supervisors (Los Angeles County Code Chapter 2.201). If you are a full-time employee and perform any service for the County under this contract, you must be paid a "living wage."

THESE ARE YOUR RIGHTS...

Living Wage

If you are a full time employee, you must be paid not less than the living wage rate of \$8.32 per hour plus at least \$1.14 per hour for health benefits OR \$9.46 per hour without health benefits.

Retaliation

You cannot be transferred, demoted or terminated because you reported violations of the Living Wage Program. All acts of retaliation can be reported to the Office of Affirmative Action Compliance by calling the Living Wage Hotline.

Worker Retention

If the County of Los Angeles terminates its contract with your current employer and reassigns the contract to another contractor, you may be eligible to continue working as an employee of the new contractor for a period not less than 90-days following the contract reassignment.

Federal Earned Income Tax Credit

You may be eligible to apply for the Federal Earned Income Tax Credit and receive up to \$3,756 a year if you qualify. Application forms are available from your employer or by contacting the Internal Revenue Service at (800) 929-1040.

You May Report Living Wage Violations to:

County Department Administering this Contract

County Department Phone Number

OR

Office of Affirmative Action Compliance
Living Wage Hotline
(888) 550-WAGE (888) 550-9243

NOTICE TO ALL EMPLOYEES

Working on County Contracts



The Board of Supervisors established the Living Wage Ordinance (Los Angeles County Code Chapter 2.201) and other information that may be of assistance to you.

Living Wage

If you are a full-time employee, you must be paid not less than the living wage rate of \$8.32 per hour plus at least \$1.14 per hour for health benefits.

Or

\$9.46 per hour without health benefits

Retaliation

You cannot be transferred, demoted, or terminated because you reported violations of the Living Wage Program. All Acts of retaliation can be reported to the Office of Affirmative Action Compliance by calling the Living Wage Hotline.

Federal Earned

Income Tax Credit

You may be eligible to apply for the Federal Earned Income Tax Credit and receive up to \$3,756 a year if you qualify. Application forms are available from your employer or by contacting the Internal Revenue Service at (800) 929-1040.

Worker Retention

If the County of Los Angeles terminates its contract with your current employer and reassigns this contract to another contractor, you may be eligible to continue working as an employee of the new contractor for a period not less than 90-days following the contract reassignment.

Employees that qualify are:

1. Employees who are full-time workers.
2. Employees who are not exempt under the minimum wage and maximum hour exemptions.
3. Employees who have been employed under the predecessor's contract for six months prior to the termination of the predecessor's contract.

Complaints of Violation

Complaints and violations of the Living Wage Program can be reported by calling the Living Wage HOTLINE at:

888 550-WAGE

Or

888 550-9243

**Los Angeles County Code Chapter 2.201
LIVING WAGE PROGRAM**

2.201.010 Findings.

The board of supervisors finds that the county of Los Angeles is the principal provider of social and health services within the county, especially to persons who are compelled to turn to the county for such services. Employers' failure to pay less than a living wage to their employees causes them to use such services thereby placing an additional burden on the county of Los Angeles. Ord. 99-0048 § 1 (part), 1999.

2.201.020 Definitions.

The general definitions contained in Chapter 2.02 shall be applicable to this chapter unless inconsistent with the following definitions:

A. "County" includes the county of Los Angeles, any county officer or body, any county department head, and any county employee authorized to enter into a Proposition A contract or a cafeteria services contract with an employer.

B. "Employee" means any individual who is an employee of an employer under the laws of California, and who is providing full time services to an employer, some or all of which are provided to the county of Los Angeles under a Proposition A contract, or under a cafeteria services contract at a county of Los Angeles owned or leased facility.

C. "Employer" means:

1. An individual or entity who has a contract with the county:

a. For services which is required to be more economical or feasible under Section 44.7 of the Charter of the county of Los Angeles, and is not listed as an excluded contract in Section 2.121.250 B of the Los Angeles County Code, referred to in this chapter as a "Proposition A contract," or

b. For cafeteria services, referred to in this chapter as a "cafeteria services contract," and

c. Who has received or will receive an aggregate sum of \$25,000.00 or more in any 12 month period under one or more Proposition A contracts and/or one or more cafeteria services contracts; or

2. An individual or entity that enters into a subcontract with an employer, as defined in

subsection C1 and who employs employees to provide services under the employer's contract with the county.

D. "Full time" means a minimum 40 hours worked per week, or a lesser number of hours, if the lesser number is a recognized industry standard and is approved as such by the chief administrative officer, but in no event less than 35 hours worked per week. Ord. 99-0048 § 1 (part), 1999.

2.201.030 Prospective effect.

This chapter shall be applicable to Proposition A contracts and cafeteria services contracts and their amendments the terms of which commence three months or more after the effective date of this chapter.* It shall not be applicable to Proposition A contracts or cafeteria services contracts or their amendments in effect before this chapter becomes applicable. Ord. 99-0048 § 1 (part), 1999.

*Editor's note: Ordinance 99-0048, which enacted Ch. 2.201, is effective on July 22, 1999.

2.201.040 Payment of living wage.

A. Employers shall pay employees a living wage for their services provided to the county of no less than the hourly rates set under this chapter. The rates shall be \$8.32 per hour with health benefits, or \$9.46 per hour without health benefits.

B. To qualify for the living wage rate with health benefits, an employer shall pay at least \$1.14 per hour towards the provision of bona fide health care benefits for each employee and any dependents during the term of a Proposition A contract or a cafeteria services contract. Proof of the provision of such benefits must be submitted to the county for evaluation during the procurement process to qualify for the lower living wage rate in subsection A of this section. Employers who provide health care benefits to employees through the county department of health services community health plan are deemed to have qualified for the lower living wage rate in subsection A of this section.

C. The board of supervisors may, from time to time, adjust the amounts specified in subsections A and B of this section, above for future contracts. Ord. 99-0048 § 1 (part), 1999.

2.201.050 Other provisions.

A. Full Time Employees. An employer shall assign and use full time employees to provide services under a Proposition A contract or a cafeteria services contract, unless the employer can demonstrate to the county the necessity to use non-full time employees based on staffing efficiency or the county requirements of an individual job.

B. Neutrality in Labor Relations. An employer shall not use any consideration received under a Proposition A contract or a cafeteria services contract to hinder, or to further, organization of, or collective bargaining activities by or on behalf of an employer's employees, except that this restriction shall not apply to any expenditure made in the course of good faith collective bargaining, or to any expenditure pursuant to obligations incurred under a bona fide collective bargaining agreement, or which would otherwise be permitted under the provisions of the National Labor Relations Act.

C. Administration. The chief administrative officer shall be responsible for the administration of this chapter. The chief administrative officer may, with the advice of county counsel, issue interpretations of the provisions of this chapter. The chief administrative officer in conjunction with the affirmative action compliance officer shall issue written instructions on the implementation and on-going administration of this chapter. Such instructions may provide for the delegation of functions to other county departments.

D. Compliance Certification. An employer shall, during the term of a Proposition A contract, or a cafeteria services contract, report for each employee and certify the hours worked, wages paid, and amounts the employer paid for health benefits, and provide other information deemed relevant to the enforcement of this chapter by the county. Such reports shall be made at the times and in the manner set forth in instructions issued by the chief administrative officer in conjunction with the affirmative action compliance officer. The affirmative action compliance officer in conjunction with the chief administrative officer shall report annually to the board of supervisors on contractor compliance with the provisions of this chapter.

E. Contractor Standards. An employer shall demonstrate during the procurement process and for the duration of a Proposition A contract or a cafeteria services contract a history of

business stability, integrity in employee relations, and the financial ability to pay a living wage. Ord. 99-0048 § 1 (part), 1999.

2.201.060 Employer retaliation prohibited.

No employer shall take an adverse action causing a loss of any benefit of employment, of any contract benefit, or any statutory benefit to any employee, person, or other entity, who has reported a violation of this chapter to the board of supervisors or to one or more of their offices, to the county chief administrative officer, or to the county auditor controller, or to the county department administering the Proposition A contract or cafeteria services contract. Ord. 99-0048 § 1 (part), 1999.

2.201.070 Employee retention rights.

In the event that any Proposition A contract or cafeteria service contract is terminated by the county prior to its expiration, any new contract with a subsequent employer for such services shall provide for the employment of the predecessor employer's employees as provided in this section.

A. A "retention employee" is an employee of a predecessor employer:

1. Who is not an exempt employee under the minimum wage and maximum hour exemptions defined in the federal Fair Labor Standards Act;
2. Who has been employed by an employer under a predecessor Proposition A contract or a predecessor cafeteria services contract for at least six months prior to the date of a new contract; and
3. Who is or will be terminated from his or her employment as a result of the county entering into a new contract.

B. Subsequent employers shall offer employment to all retention employees who are qualified for such jobs.

C. A subsequent employer is not required to hire a retention employee who:

1. Has been convicted of a crime related to the job or his or her job performance; or
2. Fails to meet any other county requirement for employees of a contractor.

D. A subsequent employer may not terminate a retention employee for the first 90 days of

employment under a new contract, except for cause. Thereafter a subsequent employer may retain a retention employee on the same terms and conditions as the subsequent employer's other employees. Ord. 99-0048 § 1 (part), 1999.

2.201.080 Enforcement and remedies.

For violation of any of the provisions of this chapter:

A. An employee may bring an action in the courts of the state of California for damages caused by an employer's violation of this chapter.

B. The county department head responsible for administering a Proposition A contract or a cafeteria services contract may do one or more of the following in accordance with such instructions as may be issued by the chief administrative officer:

1. Assess liquidated damages as provided in the contract; and/or
2. Recommend to the board of supervisors the termination of the contract; and/or
3. Recommend to the board of supervisors that an employer be barred from award of future county contracts for a period of time consistent with the seriousness of the employer's violation of this chapter, not to exceed three years. Ord. 99-0048 § 1 (part), 1999.

2.201.090 Exceptions.

A. Other Laws. This chapter shall not be interpreted or applied to any employer or to any employee in a manner inconsistent with United States or California laws.

B. Collective Bargaining Agreements. Any provision of this chapter shall be superseded by a collective bargaining agreement that expressly so provides.

C. This chapter shall not be applied to any employer which is a nonprofit corporation qualified under Section 501(c)(3) of the Internal Revenue Code.

D. Small Businesses. This chapter shall not be applied to any employer which is a business entity organized for profit, including but not limited to any individual, partnership, corporation, joint venture, association or cooperative, which entity:

1. Is not an affiliate or subsidiary of a business dominant in its field of operation; and

2. Has 20 or fewer employees during the contract period, including full time and part time employees; and

3. Does not have annual gross revenues in the preceding fiscal year which if added to the annual amount of the contract awarded exceed \$1,000,000.00; or

4. If the business is a technical or professional service, does not have annual gross revenues in the preceding fiscal year which if added to the annual amount of the contract awarded exceed \$2,500,000.00.

"Dominant in its field of operation" means having more than 20 employees, including full time and part time employees; and more than \$1,000,000.00 in annual gross revenues or \$2,500,000.00 in annual gross revenues if a technical or professional service.

"Affiliate or subsidiary of a business dominant in its field of operation" means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation. Ord. 99-0055 § 1, 1999: Ord. 99-0048 § 1 (part), 1999.

2.201.100 Severability.

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. Ord. 99-0048 § 1 (part), 1999.

CONTRACT DISCREPANCY REPORT

Location: _____

1. USER COMPLAINT (to be completed by County personnel)

Today's Date: _____

Contractor: _____

Employee Name: _____

Date of Unacceptable Performance: _____

Time of Discrepancy: _____

Description of Unacceptable Performance: _____

Signed: _____
County Contract Administrator/Monitor

Date: _____

2. CONTRACTOR RESPONSE (to be completed by Contractor's Representative)

Date received from County: _____

Explanation for Unacceptable Performance: _____

*

Signed: _____
Contractor's Representative

Date: _____

**LOS ANGELES COUNTY DEPARTMENT OF BEACHES AND HARBORS
SCOPE OF WORK FOR RECREATIONAL VEHICLE PARK MANAGEMENT**

12.1 INTRODUCTION

12.1.1 Dockweiler State Beach is operated by the County of Los Angeles under a secondary operating agreement with the City of Los Angeles. The Recreational Vehicle Park (RV Park) is currently managed by the Department's parking contractor, and is located at 12001 Vista del Mar, Playa del Rey. The RV Park contains 117 RV spaces, all of which are equipped with water, electrical and sewage hookups. RV Park amenities include 3.7 miles of ocean frontage and bicycle path, 225 acres of public beach, indoor restrooms and showers, paved parking for over 1,200 vehicles and a security patrol from 10:00 p.m. to 6:00 a.m. Campers may stay at the RV Park for up to 60 days during the year under the County's current operating policies. Such policies are subject to change at any time in the sole discretion of the County.

12.1.2 The County may place the RV Park under separate management with a specialized RV park manager. Until the County in its sole discretion withdraws the RV Park from the Contractor's management, the Contractor shall continue to manage it on the terms and conditions set forth in the Contract and this Scope of Work. In the event of withdrawal of the RV Park from the Contractor's management, the Contractor's compensation will be reduced in accordance with Section 1.4.4 of the Contract.

12.1.3 The County will close the RV Park for a period of one month, annually in order to perform major maintenance, repairs, restriping, etc.

12.2 CONTRACT TERMS AND CONDITIONS APPLY UNLESS EXCLUDED. The Contractor's duties with respect to the RV Park shall be governed by all of the provisions of the Contract between the Contractor and the County, except as expressly stated in the Contract and in this Scope of Work.

12.3 COMPENSATION. Except for reservation fees, as noted in Section 12.7.3, the Contractor's compensation for managing the RV Park is governed exclusively by the Contract, not this Scope of Work.

12.4 DOCKWEILER RV PARK EQUIPMENT. The following equipment is provided by the County and shall be maintained as provided in the Contract:

- 2 Gate Arms
- 1 Code Box
- 1 Exit Spike Unit
- 1 Warning Sign/Light
- 3 desks
- 3 Phones
- 2 Answering Machines
- 2 Computers with software

12.5 STAFFING. The RV Park shall be staffed in accordance with the Standard Staffing Level (Exhibit 4), subject to modifications by the Director or his representative.

12.6 ATTENDANT'S DUTIES. The attendant shall perform the following duties:

12.6.1 Registration

12.6.1.1 Assign RV sites to guests for which payment has been made.

12.6.1.2 Admit only those guests who will be staying in a self-contained vehicle that carries the RV Industries' approval medallion with registry number and manufacturer's date and is no longer than 37 feet. There will be no exceptions to these requirements. If there is a question about a vehicle, contact the CA.

12.6.1.3 Collect the parking fee by requiring payment in cash, personal check, travelers' check or credit card.

12.6.1.5 Give each guest a copy of registration receipt (Exhibit 17) and the current rules and regulations for Dockweiler RV Park.

12.6.1.6 Assure that each guest signs the registration sheet which includes a statement that the guest read and agrees to follow the RV Park Rules and Regulations.

EXHIBIT 12 (Revised 6/9/05)
RV PARK SCOPE OF WORK

Page 2 of 6

12.6.1.7 Admit new guests for check-in only during regular hours (6 a.m. to 10 p.m.) as directed by CA. No check-ins after 10:00 p.m. unless approved by the CA in advance.

12.6.1.8 Provide a hand-written quarter page occupancy receipt (Exhibit 18) with the following information written in bold black marker to be taped to the road-side window on the RV:

- Date of arrival;
- Name
- License plate number;
- Space assignment; and
- Additional vehicle.

12.6.1.9 Inform the guest that the ticket must be visible and legible from the roadside at all times and shown each time the vehicle enters the park.

12.6.1.10 Verbally inform guests that they must park within the confines of their space and that any vehicles parked over designated lines of their parking space will be cited. Citations will not be waived. Give the guest an RV site map and directions to the guest's RV space.

12.6.1.11 Immediately update the RV site map and the log book with the current information.

12.6.2 Inspections

12.6.2.1 Check the RV spaces beginning at 6:00 a.m. daily for any reserved guest who arrived after 10 p.m. the preceding day and place a notice on any unregistered RV that they must register and pay by 9:00 a.m.

12.6.2.2 Conduct hourly inspections thereafter for available spaces and to ensure that guests are in their assigned spaces and parked properly within their space.

12.6.2.3 Check RV spaces at 12:15 p.m. daily to ensure that guests who have not paid for the current day have checked out. Request any unpaid guest to depart immediately.

12.6.2.4 Staff shall check RV spaces at 8:00 p.m. to ensure all generators are turned off.

12.6.2.5 The last check of each day shall be at 10:00 p.m. to ensure that all generators, radios are turned off and quiet.

12.6.2.6 Guests wishing to stay beyond the number of days for which they have paid shall be accommodated, subject to payment and availability of RV spaces and the regulations prescribing the total number of consecutive days a guest may stay.

12.6.3 Assistance.

The RV Parkstaff shall be available from 6:00 a.m. to 10:00 p.m. daily to answer questions and give directions.

12.6.4 Checkout

12.6.4.1 Check RV site for cleanliness and damage.

12.6.4.2 Remove guest's name from the RV site map.

12.6.5 Refunds

The RV Park may request refunds on account of cancelled reservations and for other reasons approved by the Department. When an emergency arises that causes a guest to leave before the end of the period for which payment was made. Refunds will be made only when the guest's written request is accompanied with a copy of the ticket or reservation request.

Customers' requests for refunds shall be transmitted to the Department promptly via the CA. A refund request form will be provided by the County. This form must accompany any customer written request and given to CA for processing and signature. The Department's Head of Financial Services will issue the refund upon receipt from the Contractor of information identifying the transaction to be refunded by its receipt number, the name and address of the payer, the date of deposit in the County's account, the amount of the payment, the amount of a cancellation fee or other service fee owed by the payer, as approved by the Director, the net amount to be refunded and the reason for the refund. The Department will not process and shall not be responsible for requests for refunds that omit the information required by this Section. The County reserves the right to determine, in its sole discretion, whether a refund should be issued.

12.6.5 Emergencies

12.6.6.1 In the event of an

emergency requiring evacuation of the RV Park, contact the CA to plan the evacuation.

12.6.6.2 Request such assistance as may be required from law enforcement or other officials of the County and City of Los Angeles.

12.6.6.3 Direct the guests to leave the RV Park as instructed by the officials or the CA.

12.6.6.4 Post notice of evacuation on all unoccupied vehicles.

12.6.7 Rule Enforcement. The RV Park Assistant and all other Contractor's employees shall enforce the Dockweiler RV Park Rules and Regulations set forth in this Section. The RV Park staff shall terminate the occupancy of any guest who fails to obey the Rules and Regulations and reasonable requests of the RV Park Manager or other Contractor employees. Prior to terminating such occupancy, the Contractor's Representative and the CA shall confer regarding the matter. In having any guest removed, the Contractor shall take only appropriate legal actions.

DOCKWEILER RV PARK RULES AND REGULATIONS

The Director of the Department of Beaches and Harbors has established Rules and Regulations to protect Dockweiler RV Park for the enjoyment, convenience and health and safety of guests. The rules should be observed in the spirit of consideration for others. Campers/guests who fail to obey the Rules and Regulations and their vehicles may be removed from the RV Park on 72 hours notice. (Pursuant to California Civil Code Section 799.20, et seq.)

1. Length of stay rules is 21 total days at one time, 30-day turnaround period and maximum of 60 days per calendar year.
2. Check-in 1:00 p.m./check out 12:00 Noon. Visitors must vacate the RV Park by removing all RV's, camping vehicles, trailers, passenger vehicles and personal property before Noon on the ending date of the permit.
3. All rentals and fees must be paid in advance upon registration. No specific spaces can be reserved.

4. All vehicles must be self-contained and carry the RV Industries approval "medallion" with registry number and manufacture's date and a valid drivers license. Vehicles must be in a condition that is safe to operate and is acceptable to County and State codes.
5. Departure date ticket must be seen from roadside at all times. All extra vehicles must be registered with the office.
6. All RV's, camping vehicles and trailers must remain on wheels at all times. Size limit is 37 feet. NO EXCEPTIONS
7. Parking is allowed only in designated parking spaces.
8. All RV's, camping vehicles and trailers must be parked head in/or head out only. No sideways parking.
9. Only one tow vehicle allowed per space for RV's that are 30' and under. All other vehicles are required to park in the day use area or a designated vehicle parking space only.
10. Requests for refunds must be made in writing and accompanied by a copy of the registration or reservation receipt within 15 days of departure. Office must be notified of departure date prior to leaving for any refunds.
11. Dumping is allowed only at the dumping station. Waste, water, sewage or effluent from sinks, portable toilets or other plumbing fixtures must be deposited at the dump station only, and may not be deposited directly on any pavement, dirt or vegetation. Leaking hoses, hose connections and sewage pipes must be repaired immediately. Do not dump hazardous waste into trash barrels!
12. The speed limit is 5 m.p.h. in the RV Park.
13. All bicycles, skateboards and roller-

- skates/blades or scooters are prohibited in Park.
14. Proof of rabies inoculation and a valid license are required for all dogs. 53.24 LAMC
 15. Pets may not be left unattended outdoors at any time. If a pet is deemed dangerous or too loud, you and the pet may be requested to leave the premises. 53.34 LAMC
 16. All animals are prohibited on the beach. 53.55 (a) LAMC
 17. Pets must be contained or restrained on a leash of less than 6 feet at all times. 53.06.2 LAMC
 18. Droppings and accidental waste material from pets must be picked up immediately and removed to trash dumpster. Limit two (2) pets per site.
 19. A maximum of eight (8) persons allowed per RV/camping site.
 20. Quiet hours are from 9:00 p.m. to 6:00 a.m. daily. (Generators may be operated only between the hours of 8:00 a.m. and 8:00 p.m.) Please ensure that, speakers, radios, televisions, etc. or other machinery do not emit sound beyond your space. 41.57A(1) LAMC
 21. No vehicle repairs, maintenance activities or fluid changes are permitted in Park. No washing/rinsing of vehicles in the Park.
 22. Rope, wire, or string may not be attached to RV/camping vehicle, trees, vegetation, poles or County property at any time.
 23. All property must be in the confines of assigned space. Parking on access road prohibited. See rule #6
 24. No tents or other temporary shelters may be erected. All shades/awnings must have 3 open sides. 63.44I(9) LAMC
 25. No overnight outdoor sleeping is permitted.
 26. Live coals must not be removed from the barbecues. Let the coals extinguish themselves.
 27. Open fires are permitted only in fire rings on beach. No fires in the Park. 63.44B(17) LAMC
 28. The consumption of alcoholic beverages is prohibited on any portion of the RV Park and beach except within the living quarters of RV's.
 29. Absolutely no firearms, fireworks, explosives, or weapons of any kind are permitted within any RV, vehicle of any kind, or on the person of any guest. NO exceptions. 12031(a) PC
 30. Youths under 18 years of age must be accompanied by a parent or a guardian.
 31. All federal, state and local laws must be obeyed while in the RV Park and on the beach.
 32. All signs, posted notices and directions of the RV Park manager must be obeyed. Non-compliance may result in immediate loss of parking privileges.
 33. The County of Los Angeles and the RV Park management assume no responsibility or liability for the safety and security of campers/visitors and their personal property.
- Occupants and their vehicles may be removed without a judicial hearing by law enforcement officers upon 72 hours written notice for failure to pay full amount of space rental when due or for failure to comply with written rules and regulations of the Park. Responsible law enforcement agency: Los Angeles Police Department Pacific Division, Tel. No: (310) 202-4502.
- ## 12.7 Reservation Sales
- ### 12.7.1 Contractor to Sell Reservations.
- The Contractor shall sell reservations for the RV Park by telephone, by email and U.S. mail on behalf of the County. The Contractor shall be responsible for collection of all prepaid rentals, fees, taxes and other

applicable charges by cash, check or credit card as directed by the CA. All prepaid rentals, reservation and other fees, taxes and other applicable charges collected by the Contractor, shall be deposited with and credited to the County.

12.7.2 Reservation System. The Contractor shall maintain and operate an electronic data system that tracks all reservations, changes, cancellations, payments and refunds with respect to the RV Park, and that stores and retrieves the data necessary to generate reports required by this Contract.

12.7.3 Reservation Fees. The Contractor shall be entitled to the Board approved reservation fee, currently \$7.00 per space, to cover the cost of the reservation system, including all related overhead.

The Contractor shall deposit all reservation fees with and to the credit of the County. On a monthly basis, the County will reimburse the Contractor for reservations sold.

During the term of the Contract, the County may place the reservation service under separate management with a specialized service, at which time the Contractor will no longer be entitled to the reservation fee.

12.7.4 Reservation Changes and Refunds. The Contractor shall make reservations, changes and request refunds in connection with any reservation sold by the Contractor.

12.7.5 Training. The Contractor shall train the RV Park staff and all other employees working under this Contract in use of the electronic data system.

12.7.6 Telephone Reservations. The Contractor shall operate a telephone reservation service from 8 a.m. to 5 p.m. daily, Monday through Friday. The County will furnish a toll-free line for that purpose.

12.8 Revenue Accounting

12.8.1 Receipts. Each reservation sold, as well as each reservation change and cancellation, shall be confirmed in writing by the Contractor through the issuance of a receipt to the customer with one copy delivered to the Department on a monthly basis and one copy retained by the Contractor.

12.8.2 Registration Receipt Information. Numbered registration slips (Exhibit 17) shall be used and issued by the Contractor. The forms shall be printed with unique sequential numbers. The Contractor shall maintain at the RV Park a copy of each registration slip in such order as the CA may direct for each currently registered guest. Upon the departure of a currently registered guest, the registration slip shall be removed and kept in a file of expired slips in such order as the CA shall direct. The expired slips shall be retained until audited by the County or for not less than four years, whichever is longer.

Each receipt shall contain the following elements of information:

- a) Name, address, phone number and drivers license of person or group leader for whom reservation is made, if different from purchaser;
- b) Date of issuance;
- c) Make of vehicle;
- d) Unit length;
- e) Date in;
- f) Date out;
- g) Length of stay (number of days);
- h) Number of dogs;
- i) Signature line for guest to confirm he/she has received a copy of the RV Park's rules and regulations
- j) Itemized charges for camping, extra vehicle, pets, dump, upgrade, total charges, tax, and amount due.

12.8.3 Registration Slips. Registration slips shall be provided by the Contractor. The forms shall be printed with unique sequential numbers and shall be subject to the same controls as provided for parking tickets. The Contractor shall maintain at the RV Park a copy of each registration slip in such order as the CA may direct for each currently registered guest. Upon the departure of a currently registered guest, the

registration slip shall be removed and kept in a file of expired slips in such order as the CA shall direct. The expired slips shall be retained until audited by the County or for not less than four years, whichever is longer.

12.8.4 Daily Deposit The Contractor will deposit all collected funds in an account designated by the County on a daily basis.

12.8.5 Department Advertising. Contractor shall cooperate with the Department in advertising displays on signs, equipment, structures and uniforms and in distribution of advertising materials to RV Park users.

12.8.6 Complaint Log. Contractor shall maintain a log of guest complaints.

12.8.7 Special Studies. Contractor shall perform special studies regarding RV Park revenue and operation as required by the Department.

12.8.8 Contract Reports Required. Notwithstanding the specification of reports in Section 2.5 below, the Contractor shall include all pertinent information regarding the RV Park in the reports specified in the Contract.

12.9 MANAGEMENT INFORMATION

12.9.1 Daily Confirmation Report. The Contractor shall confirm and maintain each reservation, change or cancellation in a daily report.

12.9.2 Weekly Financial Transactions Report. The Contractor shall prepare and send to the CA and to the Department's Head of Financial Services a weekly report

of transactions containing the following information:

- Each reservation transaction, including all data elements from the receipts issued;
- Each change transaction, including all data elements from the receipts issued;
- Each bank remittance received on account of credit card receipts previously presented with corresponding names, dates, amounts and receipt numbers;
- Department and the dates deposited;
- Amount of credit card receipts presented for payment and the dates presented; and
- Reconciliation of the above items with the total of deposits made during the same week.

12.9.3 Weekly Financial Transactions Summary. The Contractor shall prepare and send to the CA and the Department's Head of Financial Services a summary of transactions during the prior week containing:

- Number of reservations sold and their total dollar value;
- Number of cash transactions and their total dollar value; and
- Number of charge transactions and their total dollar value.

PARKING LOT EQUIPMENT PROVIDED BY THE COUNTY
BEACH PARKING LOTS

LOCATION	KIOSK	VEHICLE COUNTER LOOP DETECTOR	FEE SIGNS	EXIT SPIKES/ WARNING SIGN/LIGHT	CASH CANISTERS	GATE SWING	PAY MACHINE	GATE ARM	PARKING METERS/ CARD READERS
White's Point/Royal Palms	1	1/1	1	2/2	1	2	2	0	17/0
Torrance	1	1/1	1	1/2	1	3	4	0	0
Grand Avenue	1	1/1	1	0	1	1	2	0	3
Bluff	1	1/1	1	1/2	0	1	4	0	3
Dockweiler	1	2/1	1	6/4	3	2	0	0	0
62nd Street	0	0	1	2/2	0	0	2	0	0
Washington	1	1/1	1	1/2	1	1	1	1	0
Venice	1	1/1	1	1/2	1	1	1	1	1/1
Rose Avenue	1	1/1	1	1/2	1	1	1	1	0
Will Rogers 1	1	1/1	1	1/2	1	1	2	0	0
Will Rogers 2/3	1	2/1	1	2/4	2	1	2	2	3/1
Will Rogers 5	1	1/1	1	1/2	1	1	1	0	0
Topanga	0	0	1	1/2	1	1	2	0	0
Surfider	1	1/1	1	0	1	0	2	0	0
Point Dume	1	1/1	1	1/2	1	1	4	0	0
Zuma	1	4	5	1/2	4	4	2	4	3/1
Nicholas Canyon	0	0	1	1/2	0	2	2	0	0
TOTAL	14	19/8	21	23/34	20	19	34	9	30/3

PARKING LOT EQUIPMENT PROVIDED BY THE COUNTY
MARINA DEL REY PARKING LOTS

	KIOSK	VEHICLE COUNTER/ LOOP DETECTOR	FEE SIGNS	EXIT SPIKES/ WARNING SIGN/LIGHT	CASH CANISTERS	GATE ARM	PAY & DISPLAY	AUTO GATE COLLECTOR	PARKING METERS/ CARD READERS
Lot # 2		2/2	1	1/2		2	2	2	1
#4		1/1	1	2/4		1	1	1	0/1
#5		1/1	1	1/2		0	2	1	0
#7		1/1	1	1/2		1	1	1	0
#8		1/1	1	1/2		1	1	1	0
#9		1/1	1	1/2		1	1	1	0
#10		1/1	1	1/2		1	1	1	0
#11		1/1	1	2/4		1	1	1	0
#12		1/1	1	1/2		1	1	1	0
#13		1/1	1	2/4		1	1	1	0
Chace Park		0	0	1/2		0	0	0	30/0
TOTAL		11/11	11	14/26		10	12	11	31/1

* Expected to be repaired or installed as of Contract effective date

This Exhibit reflects equipment in place as of May 17, 2001, and is subject to change.

PARKING LOT EQUIPMENT PROVIDED BY THE COUNTY
FISHERMAN'S VILLAGE LOT (PARKING LOT #1—PARCEL W)

No.	Model	Description
3		Bulwark Ticket Dispensers
5		Loop Detectors
2	TN-6010	Bulwark Parking Gates w/Audit Counters
1	EC-2000	SECURAKY ENTRACOMP 2000 programmable card reader, 8000 card capacity, anti-passback, steel housing with pedestal
3	R-2	SECURAKY Remote Reader Station with anti-passback
1	L-2	SECURAKY Data Logger
1	P-2	SECURAKY System Programmer
*300	SKC-05	Plastic Access Cards
2	SC5575	BIG Cashier Style Steel Attendants Booths, size 51/2' x 71/2' to comply with current handicap standards and regulations, to include slide door one side, sliding window with handicap 36" sill height, rear storage shelf, fluorescent light fixture, electric space heater and duplex electrical outlets and standard industrial grade enamel exterior and interior finish
2		Partner Fee Computers
2	VL-5400	Orbit Ticket Validators
2	TF-5800	Park-O-Matic Fee Indicator
24	SPP-60	Steel Protection Posts

* 300 tickets distributed to Contractor.

This Exhibit reflects equipment in place as of May 26, 2005, and is subject to change.

**Department of Beaches and Harbors
Parking Revenue**

Exhibit 14

	Jul-00	Aug-00	Sep-00	Oct-00	Nov-00	Dec-00	Jan-01	Feb-01	Mar-01	Apr-15	Apr-16-30	Apr-01	May-01	Jun-01	Total for FY 00-01
BEACH LOTS															
Dockweiler	94,565	76,963	40,005	11,629	10,832	9,240	9,845	10,094	21,214	9,435	12,005	21,440	38,321	94,974	439,122
Dockweiler RV	98,643	90,089	70,271	75,206	60,344	58,734	54,946	47,709	47,223	29,338	19,328	48,667	50,911	68,566	771,309
Grand	13,996	10,728	5,063	1,651	742	768	1,303	1,530	2,262	1,115	1,898	3,013	3,683	12,227	56,366
Playa Del Rey	4,468	3,084	1,212	211	84	64	54	0	193	385	334	719	1,522	2,578	14,189
Washington	111,073	94,603	65,253	31,569	26,058	26,182	28,024	24,725	47,086	25,559	25,490	51,049	61,380	99,969	666,969
Venice	146,410	128,686	94,245	54,718	44,096	46,792	46,821	32,870	70,998	36,509	39,365	75,874	85,467	127,994	954,967
Rose	63,842	55,645	35,947	21,472	20,664	22,715	20,553	18,554	33,548	17,832	19,009	36,841	39,554	55,429	424,764
Hyperion	6,836	6,228	4,185	1,150	0	170	1,425	805	1,305	875	785	1,660	2,091	9,798	35,653
Will Rogers - 1	27,401	23,914	13,113	3,149	2,964	3,388	3,160	2,935	5,072	2,919	3,424	6,343	8,117	18,205	117,761
Will Rogers - 3	140,144	124,246	67,698	21,185	19,320	19,171	25,673	18,597	31,050	15,553	24,406	39,959	43,662	101,231	651,936
Will Rogers - 5	4,986	3,634	1,737	354	238	18	4	0	28	0	18	18	114	2,790	13,921
Nicholas Canyon	4,746	2,404	639	339	202	204	2	1,800	610	0	212	212	358	2,558	14,074
Torrance	30,999	21,863	8,708	467	271	219	257	1,093	1,463	831	893	1,724	3,742	21,175	91,979
White Point	19,648	15,496	10,936	4,646	4,584	5,399	4,303	3,375	5,623	3,431	1,975	5,406	7,849	17,643	104,908
Zuma	231,052	188,492	52,993	10,403	15,564	14,577	4,210	16,105	19,025	4,820	7,758	12,577	26,032	153,956	744,986
Surfrider	25,812	23,567	12,532	3,675	2,861	2,994	3,424	4,965	2,655	4,336	6,991	11,874	18,432	119,467	119,467
Point Dume	63,080	54,571	22,389	5,838	11,005	8,355	6,480	9,320	15,775	4,610	7,685	12,295	19,881	48,070	277,059
Topanga	15,103	14,000	4,910	11,641	752	308	802	730	2,159	245	1,616	1,861	2,328	10,256	64,850
BEACH TOTAL:	1,102,204	938,213	511,835	259,302	220,580	219,297	211,286	192,580	309,599	156,112	170,537	326,649	406,885	865,851	5,564,281
MARINA LOTS															
Fisherman's Village	25,579	24,811	17,810	13,151	10,611	18,438	10,860	9,994	11,162	4,538	7,233	11,771	16,434	19,961	190,600
MDR 49R Fiji Way	11,513	9,466	6,834	5,759	5,693	5,766	3,206	2,719	6,165	4,930	3,410	8,340	10,033	12,926	88,420
MDR 49M Mindanao	6,700	4,890	3,048	4,858	1,688	1,816	1,013	1,648	1,907	890	1,693	2,583	2,472	6,170	38,793
MDR UR Admiralty	1,444	736	822	2,042	732	1,352	978	4,270	1,002	498	1,490	1,988	2,220	2,960	20,546
MDR Q Admiralty	1,800	1,686	1,282	3,356	3,580	2,874	2,116	1,550	1,628	676	1,168	1,844	1,920	1,918	25,554
MDR QT Admiralty	2,402	1,206	1,604	2,730	715	1,950	692	436	1,929	286	646	932	890	1,296	16,782
MDR N Palawan	6,210	3,165	2,392	2,778	1,040	1,744	1,364	695	3,779	749	2,549	3,298	2,070	2,127	30,662
MDR IR Admiralty	10,845	6,375	3,454	2,253	932	384	446	740	522	410	744	1,154	1,810	5,223	22,826
MDR GR Panay	35,870	34,461	32,353	28,605	11,546	12,153	11,252	9,676	11,342	742	12,556	13,298	13,890	14,380	138,826
MDR FF Marquessa	2,092	1,180	808	778	722	934	688	652	736	446	766	1,212	1,726	1,518	13,056
MDR 3S Via Marina	1,891	1,144	635	992	862	1,030	964	770	792	392	652	1,044	2,458	1,715	14,297
MDR VP View Park	2,727	3,358	1,865	2,427	2,144	1,560	1,859	1,829	2,499	1,050	1,237	2,287	3,169	2,992	28,716
MDR CP Chace Park	1,325	1,331	767	1,174	1,039	639	965	722	979	441	634	1,076	1,461	1,462	12,938
Fiji Way	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fisherman's Village O/F	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
MARINA TOTAL:	110,399	93,809	73,673	70,913	41,303	50,640	36,433	35,701	44,442	16,048	34,779	50,827	60,552	74,647	743,338
GRAND TOTAL:	1,212,602	1,032,022	585,509	330,215	261,883	269,937	247,718	228,281	354,041	172,160	205,315	377,476	467,437	940,497	6,307,618
10% Tax	57,525	49,384	38,905	15,635	14,474	14,549	14,117	13,005	23,523	11,427	13,518	24,945	31,810	69,623	367,495
RV Special Tax	3,464	3,106	2,620	2,226	1,876	1,579	1,810	1,371	1,410	805	782	1,587	1,312	1,643	24,024
Total Taxes	61,009	52,491	41,524	17,861	16,350	16,128	15,927	14,376	24,933	12,232	14,300	26,532	33,121	71,266	391,519
Dockweiler RV Park	98,643	90,089	70,271	75,206	60,344	58,734	54,946	47,709	47,223	29,338	19,328	48,667	50,911	68,566	771,309
Net of Taxes &	1,052,950	889,442	473,714	237,147	185,189	195,075	176,846	166,197	281,884	130,590	171,687	302,277	383,405	800,665	5,144,790
Dockweiler RV Park															

Department of Beaches and Harbors
Parking Revenue

Exhibit 14

	Jul-01	Aug-01	Sep-01	Oct-01	Nov-01	Dec-01	Jan-02	Feb-02	Mar-02	Apr-02	May-02	Jun-02	Total
BEACH LOTS													
Dockweiler	112,120	86,521	52,358	9,505	7,450	10,105	8,090	11,963	18,696	22,925	24,820	48,173	503,953
Dockweiler RV	52,766	50,940	39,297	21,900	15,032	28,902	33,429	44,065	39,880	49,507	53,652	68,188	51,547
Grand	12,387	9,514	5,462	2,694	445	2,313	1,863	1,930	3,575	3,341	5,173	12,117	54,910
Playa Del Rey	2,943	1,787	1,576	1,215	132	817	511	550	633	797	1,012	889	15,236
Washington	116,253	106,710	72,102	18,804	14,217	24,830	23,503	35,896	52,395	59,357	53,910	70,965	750,596
Venice	141,891	131,060	78,302	26,928	22,209	37,272	36,065	50,888	59,510	83,729	74,321	86,632	121,593
Rose	71,034	63,234	40,881	11,532	10,630	19,007	20,778	28,258	33,369	42,568	38,906	50,975	66,563
Hyperion	12,143	6,708	4,763	1,251	283	2,156	853	1,502	2,529	4,488	2,229	4,148	8,745
Will Rogers - 1	21,284	17,419	12,733	2,534	636	1,670	1,220	3,001	4,800	4,681	4,054	8,639	14,386
Will Rogers - 3	132,030	111,049	66,814	16,545	7,027	23,525	16,779	24,523	29,026	88,658	26,411	50,353	106,821
Will Rogers - 5	4,308	3,582	1,777	37	0	0	0	0	0	752	0	1,487	4,428
Nicholas Canyon	4,636	2,350	1,440	16	0	139	673	413	560	363	1,170	1,069	3,440
Torrance	28,696	21,060	10,880	717	338	622	499	1,712	2,171	1,705	2,299	5,520	18,678
White Point	23,538	19,062	14,856	3,960	1,582	1,813	450	3,291	5,333	8,075	8,565	13,873	18,708
Zuma	197,108	162,231	58,508	6,564	3,032	4,807	4,493	6,893	7,161	8,459	23,519	32,291	133,133
Surfrider	23,353	21,620	13,609	4,545	1,075	2,421	3,074	4,946	3,061	3,788	7,075	9,479	18,564
Point Dume	56,606	55,394	25,179	5,769	1,648	2,836	3,980	10,643	8,022	12,442	15,106	18,324	45,314
Topanga	12,396	10,694	7,046	585	195	744	3,040	1,951	2,766	1,691	3,517	4,501	11,594
BEACH TOTAL:	1,025,491	880,934	507,582	135,101	85,930	163,979	159,298	232,425	273,912	397,559	343,908	480,676	830,891
MARINA LOTS													
Fisherman's Village	19,420	17,525	15,001	5,561	5,215	7,981	15,503	11,421	11,487	13,551	14,077	15,647	17,592
MDR 49R Fiji Way	14,050	10,758	9,297	5,712	2,327	4,533	3,636	5,001	6,521	6,902	8,532	6,677	10,852
MDR 49M Mindanao	7,668	8,704	7,828	6,188	662	1,958	1,036	782	770	1,248	1,600	1,610	6,390
MDR Q Admiralty	3,162	4,058	2,594	2,176	1,676	4,080	5,082	7,736	7,974	8,606	10,684	10,078	78,550
MDR Q Admiralty	2,520	1,160	1,584	1,156	922	1,948	422	1,278	1,870	2,240	2,744	4,134	6,862
MDR QT Admiralty	1,010	1,145	840	356	198	310	1,530	410	198	230	2,368	488	9,991
MDR N Palawan	3,720	3,380	2,268	982	314	1,111	710	720	1,250	1,080	1,352	2,062	9,949
MDR IR Admiralty	8,975	5,366	3,537	1,428	550	1,142	1,322	1,269	1,661	4,629	3,039	3,060	3,820
MDR GR Panay	36,103	33,350	2,243	54,186	432	1,246	1,204	12,973	10,152	12,208	21,212	1,572	2,984
MDR FF Marquesa	2,286	1,648	1,558	980	448	1,224	1,192	888	1,200	846	1,328	11,149	189,865
MDR 3S Via Marina	2,825	1,301	1,573	856	512	1,030	868	148	562	588	440	1,597	12,502
MDR VP View Park	3,235	3,388	2,525	1,170	503	2,135	1,468	1,792	2,216	2,719	2,811	1,726	2,445
MDR CP Chace Park	1,180	1,615	1,279	524	438	1,461	1,368	1,209	1,290	1,339	1,871	1,091	1,910
Fiji Way	-	-	-	-	-	-	-	-	-	-	-	376	322
Fisherman's Village O/F	-	-	-	-	-	-	-	-	-	-	-	-	698
MARINA TOTAL:	106,154	93,398	52,127	81,275	14,196	30,159	35,341	45,626	46,791	56,160	72,206	60,120	771,570
GRAND TOTAL:	1,131,645	974,332	559,709	216,375	100,126	194,138	194,639	278,051	320,703	453,719	416,115	540,796	6,289,257
10% Tax	84,664	72,568	40,942	10,173	6,415	12,223	11,372	16,791	20,827	31,263	25,858	36,588	437,810
RV Special Tax	1,961	1,956	1,517	977	757	1,214	1,327	1,494	1,339	1,542	1,636	2,176	19,655
Total-Taxes	86,625	74,524	42,459	11,150	7,172	13,437	12,699	18,285	22,166	32,805	27,494	38,764	457,465
Dockweiler RV Park	52,766	50,940	39,297	21,900	15,032	28,902	33,429	44,065	39,880	49,507	53,652	68,188	51,547
Net of Taxes &	992,225	848,868	477,954	183,325	77,923	151,799	148,511	215,702	258,657	371,406	334,968	433,845	787,505
Dockweiler RV Park	992,225	848,868	477,954	183,325	77,923	151,799	148,511	215,702	258,657	371,406	334,968	433,845	787,505
													5,282,688

**Department of Beaches and Harbors
Parking Revenue**

Exhibit 14

	Jul-02	Aug-02	Sep-02	Oct-02	Nov-02	Dec-02	Jan-03	Feb-03	Mar-03	Apr-03	May-03	Jun-03	Total FY 02-03
BEACH LOTS													
Dockweiler	136,297	96,547	75,148	25,340	15,317	11,105	22,679	17,060	40,171	32,610	53,338	75,741	601,351
Dockweiler RV	55,066	46,152	46,900	46,383	39,928	44,963	44,553	48,042	45,474	52,816	53,401	59,332	583,012
Grand	16,005	12,551	8,439	3,994	3,206	2,973	4,563	3,402	3,054	6,180	5,789	7,811	77,967
Playa Del Rey	5,519	4,149	2,898	595	554	943	979	760	775	1,451	1,825	786	21,234
Washington	122,978	111,187	76,885	35,145	35,345	33,423	55,109	44,330	67,186	61,768	80,226	88,656	815,230
Venice	139,762	125,430	82,862	48,164	49,282	48,720	63,462	46,319	68,189	61,768	71,592	92,081	897,629
Rose	72,274	68,147	50,285	30,061	27,082	25,773	37,869	27,541	42,587	33,026	45,909	57,924	518,476
Hyperion	15,089	9,807	12,627	2,566	2,609	3,871	3,067	2,206	2,727	5,456	5,737	4,027	69,789
Will Rogers - 1	20,966	15,447	12,548	4,073	4,443	2,725	5,890	3,369	3,209	6,678	7,856	10,840	98,043
Will Rogers - 3	145,872	107,536	83,669	26,530	32,130	15,494	66,609	32,079	43,285	32,398	50,866	78,794	715,261
Will Rogers - 5	6,980	4,982	3,450	346	7	62	726	133	141	637	840	698	19,001
Nicholas Canyon	4,787	4,865	4,405	1,402	1,066	1,390	5,356	1,043	1,260	2,191	3,121	2,839	33,726
Torrance	33,478	21,103	12,223	1,433	1,652	1,102	2,559	1,124	7,305	708	2,220	7,830	92,736
White Point	27,316	20,556	16,494	7,810	5,188	4,622	8,025	3,817	4,501	8,799	11,936	16,145	135,211
Zuma	234,784	167,610	93,517	19,376	24,255	8,055	14,833	6,087	32,518	31,990	36,775	90,766	760,565
Surfider	29,138	22,665	15,991	5,512	4,624	4,431	7,287	4,976	7,383	8,449	12,958	19,755	143,169
Point Dume	66,978	57,585	40,030	8,377	14,616	4,996	14,061	7,522	20,295	11,733	20,754	35,523	302,468
Topanga	16,860	12,971	9,940	1,447	1,302	1,640	3,939	2,132	3,579	3,289	4,816	7,732	69,646
BEACH TOTAL:	1,150,147	909,288	648,308	268,553	262,607	216,287	361,565	251,941	393,638	364,940	469,960	657,280	5,954,514
MARINA LOTS													
Fisherman's Village	16,719	19,881	20,057	11,748	11,039	17,490	15,725	12,347	16,105	15,099	19,497	21,470	197,177
MDR 49R Fiji Way	12,095	10,993	7,655	10,008	4,420	2,570	5,421	4,923	3,456	8,418	8,137	8,165	86,262
MDR 49M Mindanao	5,773	6,261	3,309	2,819	3,967	6,250	1,134	770	2,073	3,613	4,233	4,952	45,156
MDR UR Admiralty	9,946	9,297	8,778	9,976	6,533	4,631	1,522	515	524	779	1,147	611	54,260
MDR Q Admiralty	6,637	6,449	5,367	5,394	2,511	1,821	2,390	1,901	2,635	1,431	2,419	1,890	40,763
MDR QT Admiralty	2,027	1,806	704	5,394	517	1,086	769	429	461	1,013	1,274	1,174	12,698
MDR N Palawan	5,011	6,559	2,843	2,546	3,005	1,597	2,783	1,602	2,244	4,111	3,602	2,716	38,619
MDR IR Admiralty	8,801	8,418	7,841	1,276	1,066	1,095	1,760	1,102	1,644	2,024	4,636	5,076	44,740
MDR GR Panay	43,695	30,059	2,238	50,592	1,160	17,115	10,392	10,622	10,033	10,687	13,012	2,370	201,975
MDR FF Marquesa	5,909	1,851	1,404	1,740	1,045	1,160	1,367	910	818	1,226	1,611	1,116	20,098
MDR 3S Via Marina	2,460	1,683	1,960	1,635	1,519	1,270	1,420	1,790	1,494	2,261	2,374	2,661	22,528
MDR VP View Park	2,808	2,475	2,604	1,857	2,507	1,582	2,585	1,661	1,834	2,614	2,236	2,454	27,216
MDR CP Chace Park	1,565	2,531	1,946	877	932	670	766	1,027	824	1,324	1,485	1,143	15,088
Fiji Way	520	362	100	-	-	-	-	-	-	-	382	-	1,364
Fisherman's Village O/F	123,967	108,625	66,807	101,906	40,223	58,277	47,953	39,600	44,144	54,599	66,046	55,797	807,944
MARINA TOTAL:	1,274,114	1,017,913	715,115	370,459	302,829	274,565	409,519	291,541	437,782	419,539	536,006	713,077	6,762,458
GRAND TOTAL:	1,274,114	1,017,913	715,115	370,459	302,829	274,565	409,519	291,541	437,782	419,539	536,006	713,077	6,762,458
10% Tax	96,509	76,548	53,562	20,067	20,093	15,475	28,587	18,434	30,987	28,311	37,667	53,647	479,888
RV Special Tax	2,260	2,263	2,289	2,090	1,898	2,133	2,034	2,546	2,443	2,682	2,787	2,765	28,189
Total Taxes	98,769	78,811	55,851	22,157	21,991	17,608	30,621	20,980	33,430	30,993	40,454	56,412	508,077
Dockweiler RV Park	52,807	43,889	44,611	44,293	38,030	42,830	42,519	45,486	43,031	50,134	50,615	56,568	554,823
Net of Taxes & Dockweiler RV Park	1,122,538	895,213	614,653	304,009	242,807	214,127	336,379	225,064	361,322	338,412	444,937	600,098	5,699,558

Department of Beaches and Harbors
Parking Revenue

Exhibit 14

	Jul-03	Aug-03	Sep-03	Oct-03	Nov-03	Dec-03	Jan-04	Feb-04	Mar-04	Apr-04	May-04	Jun-04	Total FY 03-04
BEACH LOTS													
Dockweiler	164,625	158,111	59,098	25,278	14,810	14,614	24,620	19,110	51,119	48,299	101,723	83,052	764,458
Dockweiler RV	68,550	57,997	53,237	50,351	41,850	45,850	49,126	46,757	54,342	58,074	63,757	73,469	663,359
Grand	20,264	18,968	7,161	4,630	2,026	3,201	3,536	2,890	6,071	6,784	13,111	8,742	97,386
Playa Del Rey	2,953	2,403	1,890	1,116	469	421	1,000	771	1,030	1,977	3,729	1,834	19,592
Washington	130,124	140,475	61,441	49,815	36,750	32,460	43,448	44,838	72,912	69,491	105,723	100,889	888,363
Venice	127,354	128,062	68,149	58,381	45,702	43,101	61,616	56,924	85,701	88,273	99,777	120,302	983,339
Rose	79,776	80,488	40,982	35,090	28,738	23,532	34,920	33,021	46,675	46,429	61,067	63,166	573,882
Hyperion	24,704	27,174	8,940	4,292	1,312	1,269	3,812	2,134	4,421	6,674	17,749	7,893	122,689
Will Rogers - 1	24,106	24,151	6,779	4,292	1,312	1,269	3,812	2,134	4,421	7,738	16,238	11,227	107,477
Will Rogers - 3	185,681	175,202	59,001	37,459	26,875	19,960	20,379	36,671	41,074	51,843	108,530	95,108	857,782
Will Rogers - 5	6,124	8,507	1,718	290	71	87	85	342	289	421	3,021	2,155	23,111
Nicholas Canyon	6,617	7,211	3,322	2,149	1,203	1,656	2,037	1,657	1,057	2,963	3,908	4,750	38,530
Torrance	32,594	32,969	7,303	2,752	1,060	1,272	2,151	1,697	6,690	5,704	17,357	11,554	123,103
White Point	26,499	23,131	8,990	5,709	5,799	4,770	6,222	5,449	9,404	9,191	15,134	16,191	136,489
Zuma	269,246	246,254	47,854	16,141	11,036	7,495	15,549	8,254	28,440	31,267	98,823	105,838	886,218
Surfrider	29,052	27,613	8,367	7,492	3,257	2,851	5,344	2,835	6,222	11,365	17,854	21,702	143,955
Point Dume	70,101	69,127	17,190	8,232	3,595	7,002	11,319	9,195	19,313	18,008	47,482	41,512	322,074
Topanga	24,351	19,066	5,008	2,850	555	2,519	4,856	1,441	2,748	11,668	11,790	11,622	98,474
BEACH TOTAL:	1,292,721	1,246,907	466,429	316,988	228,755	215,555	295,419	277,789	444,182	477,758	806,773	781,005	6,850,281
MARINA LOTS													
Fisherman's Village	22,951	32,137	23,437	18,502	16,393	16,121	13,330	12,604	17,939	20,210	33,861	35,862	263,346
MDR 49R Fiji Way	14,046	13,158	10,746	6,689	3,444	3,960	3,899	4,063	5,298	8,081	10,106	12,124	95,615
MDR 49M Mindanao	5,169	5,773	4,090	2,431	1,118	3,112	1,368	1,297	1,488	9,235	1,613	2,663	39,357
MDR UR Admiralty	1,366	1,296	3,060	864	626	828	2,007	528	881	1,010	1,207	1,387	14,195
MDR Q Admiralty	2,793	2,889	3,222	2,350	1,411	1,629	2,103	1,413	2,986	2,348	2,530	3,389	29,063
MDR QT Admiralty	1,592	2,233	2,457	1,143	749	1,785	616	972	608	1,447	1,437	1,937	16,978
MDR N Palawan	5,149	5,931	3,580	2,098	2,121	2,187	2,549	2,107	2,808	2,514	3,172	4,422	38,638
MDR IR Admiralty	13,080	11,271	4,831	1,572	1,628	1,293	1,562	1,941	1,724	2,187	5,631	5,884	52,602
MDR GR Panay	15,276	43,444	2,739	1,877	60,266	21,393	11,435	9,466	1,566	2,344	11,620	22,368	203,814
MDR FF Marquesa	2,156	1,854	2,191	1,125	790	775	1,077	775	1,048	1,551	1,523	2,060	16,925
MDR 3S Via Marina	5,348	4,135	4,001	2,792	2,113	2,916	2,162	2,962	3,006	3,334	2,256	5,092	40,116
MDR VP View Park	2,514	2,808	2,846	1,953	1,744	1,301	2,848	2,532	2,808	2,399	3,254	4,143	31,152
MDR CP Chace Park	1,616	2,049	1,909	1,670	1,126	1,085	1,345	1,091	2,005	1,463	1,753	2,396	19,506
Fiji Way	224	1,274	42	-	-	-	-	-	116	10	1,121	1,980	4,767
Fisherman's Village O/F	93,280	130,255	69,150	45,066	93,528	58,386	46,301	41,773	43,920	58,134	80,755	105,527	866,074
MARINA TOTAL:	93,280	130,255	69,150	45,066	93,528	58,386	46,301	41,773	43,920	58,134	80,755	105,527	866,074
GRAND TOTAL:	1,386,000	1,377,162	535,579	362,053	322,283	273,940	341,720	319,562	488,103	535,892	887,528	886,533	7,716,355
10% Tax	108,325	105,086	36,899	23,990	16,895	15,312	22,195	20,849	34,832	37,635	65,969	63,271	551,256
RV Special Tax	3,992	1,243	1,753	3,864	3,324	3,608	2,481	2,407	3,557	3,923	4,140	2,946	37,239
Total-Taxes	112,317	106,329	38,652	27,853	20,219	18,920	24,676	23,256	38,389	41,558	70,109	66,217	588,496
Dockweiler RV Park	64,558	56,754	51,484	46,487	38,526	42,241	46,645	44,350	50,784	54,151	59,616	70,523	626,120
Net of Taxes &	1,209,125	1,214,079	445,443	287,713	263,538	212,779	270,399	251,957	398,929	440,183	757,802	749,793	6,501,740
Dockweiler RV Park													

**Department of Beaches and Harbors
Parking Revenue**

Exhibit 14

	Jul-04	Aug-04	Sep-04	Oct-04	Nov-04	Dec-04	Jan-05	Feb-05	Mar-05
BEACH LOTS									
Dockweiler	172,030	126,619	104,332	26,215	14,946	11,925	15,568	13,066	26,160.00
Dockweiler RV	77,056	77,734	60,341	58,167	46,066	2,048	0	0	5,934.00
Grand	17,354	17,193	13,666	3,788	2,729	4,383	1,925	3,224	4,623.69
Playa Del Rey	4,149	4,545	2,864	1,109	575	404	0	813	766.90
Washington	138,763	127,117	99,928	54,379	37,316	35,893	44,112	37,016	63,934.00
Venice	152,127	141,407	100,249	60,572	41,685	39,881	46,224	36,819	71,215.05
Rose	85,950	74,170	56,376	35,624	26,537	31,934	32,703	26,811	46,600.60
Hyperion	24,091	28,541	22,177	51,615	3,372	2,762	3,471	2,566	4,281.27
Will Rogers - 1	23,209	19,100	16,103	2,774	2,295	2,816	2,634	2,185	3,873.10
Will Rogers - 3	180,050	135,750	111,551	27,265	16,409	15,066	14,929	19,480	32,062.61
Will Rogers - 5	4,187	6,951	4,390	528	41	157	97	96	244.00
Nicholas Canyon	6,051	4,255	5,283	1,292	433	1,055	937	760	2,017.00
Torrance	34,553	24,165	21,239	3,966	2,892	3,126	2,950	1,729	3,572.20
White Point	24,712	20,678	15,885	6,187	9,691	7,133	6,434	4,632	10,416.58
Zuma	263,616	202,037	102,350	12,762	14,714	18,025	6,488	5,856	19,077.00
Surfrider	32,760	32,180	21,043	8,380	4,861	3,101	2,920	1,953	4,890.65
Point Dume	75,435	60,498	38,863	14,113	9,416	8,279	6,440	8,321	12,214.55
Topanga	17,185	11,812	9,323	1,517	1,348	965	1,036	1,181	787.05
BEACH TOTAL:	1,333,278	1,114,749	805,963	370,264	235,325	188,953	188,870	166,509	312,670.25
MARINA LOTS									
Fisherman's Village	40,247	40,479	34,433	28,904	17,774	21,704	16,848	12,879	18,552.00
MDR 49R Fiji Way	15,420	19,269	16,155	10,959	7,143	6,680	5,610	6,919	9,773.50
MDR 49M Mindanao	8,391	6,944	3,210	3,714	2,715	1,736	1,334	376	2,417.15
MDR UR Admiralty	9,418	1,571	1,109	3,901	2,598	2,454	2,765	4,006	5,665.95
MDR Q Admiralty	2,594	4,386	2,997	3,237	1,300	1,216	65	1,754	1,263.00
MDR QT Admiralty	5,411	3,077	3,132	2,032	596	1,501	771	919	1,558.05
MDR N Palawan	6,800	6,654	5,723	3,332	2,442	4,325	2,249	1,965	3,328.55
MDR IR Admiralty	12,174	12,397	10,458	2,046	27,611	1,238	980	2,178	4,531.30
MDR GR Panay	5,323	4,383	59,890	1,751	1,643	14,614	9,705	12,409	11,773.20
MDR FF Marquesa	3,630	2,402	1,868	669	796	1,361	816	851	738.65
MDR 3S Via Marina	6,916	6,733	6,071	3,586	4,454	4,432	3,810	3,355	2,782.30
MDR VP View Park	4,115	4,793	1,933	2,847	2,545	2,620	2,392	2,498	3,676.59
MDR CP Chace Park	1,603	2,497	4,394	2,063	1,320	1,269	602	865	1,564.36
Fiji Way	-	-	-	-	-	-	-	-	-
Fisherman's Village O/F	1,440	715	-	-	-	-	-	-	-
MARINA TOTAL:	123,481	116,300	151,374	69,041	72,938	65,152	47,948	50,974	67,624.60
GRAND TOTAL:	1,456,759	1,231,050	957,338	439,294	308,263	254,105	236,818	217,483	380,294.85
10% Tax	111,061	92,077	65,853	28,011	16,943	16,707	16,902	14,980	27,560.37
RV Special Tax	3,387	3,312	2,789	2,898	2,287	103	0	0	-
Total-Taxes	114,448	95,389	68,642	30,909	19,229	16,810	16,902	14,980	27,560.37
Dockweiler RV Park	73,669	74,422	57,552	55,269	43,779	1,945	0	0	5,934.00
Net of Taxes & Dockweiler RV Park	1,268,643	1,061,239	831,143	353,116	245,255	235,350	219,917	202,503	346,800.48

COUNTY OF LOS ANGELES***Policy on Doing Business With Small Business***

Forty-two percent of businesses in Los Angeles County have five or fewer employees. Only about 4% of businesses in the area exceed 100 employees. According to the Los Angeles Times and local economists, it is not large corporations, but these small companies that are generating new jobs and helping move Los Angeles County out of its worst recession in decades.

WE RECOGNIZE.***The importance of small business to the County***

- ☐ *in fueling local economic growth*
- ☐ *providing new jobs*
- ☐ *creating new local tax revenues*
- ☐ *offering new entrepreneurial opportunity to those historically under-represented in business*

The County can play a positive role in helping small business grow

- ☐ *as a multi-billion dollar purchaser of goods and services*
- ☐ *as a broker of intergovernmental cooperation among numerous local jurisdictions*
- ☐ *by greater outreach in providing information and training*
- ☐ *by simplifying the bid/proposal process*
- ☐ *by maintaining selection criteria which are fair to all*
- ☐ *by streamlining the payment process*

WE THEREFORE SHALL:

1. *Constantly seek to streamline and simplify our processes for selecting our vendors and for conducting business with them.*
2. *Maintain a strong outreach program, fully coordinated among our departments and districts, as well as other participating governments, to: a) inform and assist the local business community in competing to provide goods and services; b) provide for ongoing dialogue with and involvement by the business community in implementing this policy.*
3. *Continually review and revise how we package and advertise solicitations, evaluate and select prospective vendors, address subcontracting, and conduct business with our vendors, in order to: a) expand opportunity for small business to compete for our business, and b) to further opportunities for all businesses to compete regardless of size.*
4. *Insure that staff who manage and carry out the business of purchasing goods and services are well trained, capable and highly motivated to carry out the letter and spirit of this policy.*

Certainly we would prefer that women seek help while they are pregnant, not after giving birth, to receive proper medical care and counseling. But at the same time, we want to assure parents who choose not to keep their baby that they will not go to jail if they deliver their babies to safe hands in a hospital emergency room.

The California Safely Surrendered Baby Law:

Allows a distressed birth parent(s) to legally, confidentially, and safely surrender their baby.

Provides a safe place for babies.

Protects the parent(s) from arrest or prosecution for abandonment as long as the baby has not been abused or neglected.

Does not require that names be given when the baby is surrendered.

Permits parents to bring a baby within 3 days of birth to any hospital emergency room in California.

In California, no one ever has to abandon a child again.

**no shame.
no blame.
no names.**

**now there's a way
to safely surrender
your baby.**



State of California
Gray Davis, Governor
Health and Human Services Agency
Grantland Johnson, Secretary
Department of Social Services
Rita Sierra, Director



What is the Safely Surrendered Baby Law?

It's a new law. Under this law, a person may surrender their baby confidentially. As long as the baby has not been abused or neglected, the person may do so without fear of arrest or prosecution.

How does it work?

A distressed parent who is unable or unwilling to care for an infant can legally, confidentially and safely surrender their baby within 3 days of birth. All that is required is that the baby be brought to a hospital emergency room in California. If there are additional places, they will be listed on the back of this brochure. As long as the child shows no signs of abuse or neglect, no name or other information is required. A bracelet will be placed on the baby for identification. A matching bracelet will be given to the parent. The bracelet will help connect the parent to the baby if the parent wants the baby back.

Can only a parent bring in the baby?

In most cases, a parent will bring in the baby. The law allows another person to bring in the baby if they have legal custody.

Does the parent have to call before bringing in the baby?

No. A parent can bring in a baby anytime, 24 hours a day, 7 days a week.

Does a parent have to tell anything to the people taking the baby?

No. Nothing is required. However, hospital personnel will give the parent a medical information questionnaire that is designed to gather family medical history. This could be very useful in caring for the child but it is up to the parent to complete it.

What happens to the baby?

The baby will be examined and given medical treatment, if needed. Then the baby will be placed in a foster or pre-adoptive home.

What happens to the parent?

Once the parent(s) has safely turned over the baby, they are free to go.

What if a parent wants the baby back?

The parent(s) may take the bracelet back to the hospital. Hospital personnel will provide information about the baby.

Why is California doing this?

The purpose of the Safely Surrendered Baby Law is to protect babies from being hurt or killed because they were abandoned.

You may have heard tragic stories of babies left in dumpsters or public toilets. The persons who committed these acts may have been under severe emotional distress. The mothers may have hidden their pregnancies, fearful of what would happen if their families found out. Because they were afraid and had nowhere to turn for help, they abandoned their infants.

Abandoning a baby puts the child in extreme danger. It is also illegal. Too often, it results in the baby's death. Because of the Safely Surrendered Baby Law, this tragedy doesn't ever have to happen in California again.

The Eighteenth Safely Surrendered Baby in California

At 8:30 a.m. on Thursday, July 25, 2002, a healthy newborn baby was brought to St. Bernardine Medical Center in San Bernardino under the provisions of the California Safely Surrendered Baby Law.

This baby was the eighteenth child protected under California's Safely Surrendered Baby Law. As the law states, the baby's mother did not have to identify herself. When the baby was brought to the emergency room, he was examined by a pediatrician, who determined that the baby was healthy and doing fine. He was placed in a foster home for short-term care while the adoption process was started.

Every baby deserves a chance for a healthy life.

If you or someone you know is considering giving up a child, learn about your options.

Los Angeles County

**Safely
Surrendered
Baby
Hotline**

(877) BABY SAFE

Toll Free (877) 222-9723

- Call for Information on How to Safely Surrender a Newborn Infant Under the Safely Surrendered Baby Law
- Referrals Provided to Designated Safe Haven Sites
- Referrals Provided to Other Support Services

- Guaranteed Confidentiality
- 7 Days a Week
- 24 Hours a Day
- English and Spanish and 140 Other Languages Spoken



INFO LINE of Los Angeles has been in business since 1981.
INFO LINE of Los Angeles is an AIRS accredited agency.

Calls from the media should be directed to Thelma Bell or Michele Yoder at (626) 350-1841.